

Non Friction Ridge Discipline Photography

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Non Friction Ridge Discipline Photography

1 INTRODUCTION/SCOPE

These procedures apply to Friction Ridge Discipline photography personnel conducting photography work on evidence in support of non Friction Ridge Discipline FBI Laboratory casework.

2 LIMITATIONS

Evidence identified as being contaminated with explosive, biohazard, or other hazardous materials may limit photographic results or ability to capture.

3 EQUIPMENT

- Cameras
- Digital capture, processing and preservation software
- Bleach Solution (1:10 Dilution)
- CaviCide™ Disinfectant or equivalent
- Isopropyl Alcohol (70% or higher)
- Peripheral photography equipment

4 PROCEDURES

- A. In-processing photographic images record the condition and appearance of evidence after it has been inventoried by Laboratory personnel.
- B. The images are used to record the overall appearance of the evidence, not intended to be used for forensic analysis, and not considered evidence.

4.1 Contamination Procedures

Photography personnel will perform these procedures in a manner to minimize and control cross-contamination between cases and items of evidence within a case.

4.1.1 Pre-Processing Decontamination Procedures

- A. Before beginning photography, the photography stage and any items that would come in contact with the evidence or stage must be thoroughly cleaned and prepared.
 1. The photography stage and relevant items will be cleaned with either a bleach solution or Cavicide™ (or equivalent) followed by isopropyl alcohol, as needed.
- B. After the surface has dried, photography personnel will place a clean disposable covering over the work surface.
 1. A non-disposable or reusable covering can be used provided the materials are cleaned according to decontamination procedures above.

4.1.2 Contamination Prevention Procedures

- A. To minimize cross-contamination of biological and other trace materials, work surface coverings (e.g., background paper) and gloves must be changed when photographing items removed from different proximal packaging.
- B. Evidence which may be negatively impacted by cross-contamination will not be photographed outside its proximal packaging before examinations are conducted.
- C. Images of evidence outside its proximal packaging may be captured after examinations are complete.

4.2 Object Capture of Evidence

4.2.1 Object Capture Settings

- A. In-processing digital images will be captured in JPEG 8 bit and image size may not be smaller than 4 megapixels.
- B. The photographer will ensure the correct date/time is set on the digital camera.

4.2.2 Object Capture Preparation

- A. Prior to capture, the photographer will:
 - 1. verify the following information is correct for the submitted item(s)
 - i. Contributor number
 - ii. Laboratory number
 - iii. Item identifier
 - 2. review pertinent information related to the request, evidence, containers, and case information for accuracy.
 - 3. review classification information to ensure that the image(s) is captured following the appropriate classification guidance.
- B. If a discrepancy is noted, the photographer will contact the appropriate personnel.

4.2.3 Object Capture

- A. As directed, hazardous item(s) will be photographed in an appropriate safety hood.
 - 1. If a hood is unavailable, the item(s) will be photographed in its proximal container.
 - 2. Containers of liquids/solids will be photographed unopened.
- B. Each object capture will contain an identification tag and ruler.
 - 1. The Laboratory number and/or contributor number and item identifier must be present on the identification tag.
- C. Captured images should provide an accurate representation of the evidence item's various characteristics and features.
 - 1. Physical modifications to the evidence are not permitted.

4.2.4 Original Image(s) and Digital Processing

- A. Internal object captures and unmodified images downloaded from external sources, such as Terrorist Explosive Device Analytical Center partners and other government agencies, are considered original image(s) for accountability purposes.

- B. Original images, whether received from a customer or captured by discipline photographers, will remain unaltered and may not be deleted or processed for enhancement/improvement of visual appearance.
 - 1. Exploratory images (e.g., determine optimal exposure) may be deleted as necessary.
- C. When digital processing of an image is necessary, a duplicate of the original image(s) will be created and used as a working copy.
 - 1. The final digitally processed image(s) will be retained.

4.3 Image Retention

- A. Captures may be temporarily stored on media storage devices (e.g., memory card).
- B. Photographers will provide images which are to be used for evidence documentation to the requestor in a manner best suited for the situation and/or as directed (e.g., digital image retention system, disk, memory card).

5 REVISION HISTORY

Revision	Issued	Changes
00	02/03/2025	Issued New Document – Consolidated information from Evidence Management Unit documents.