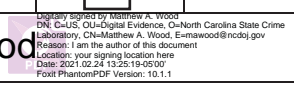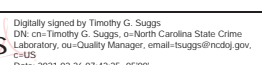# Deviation Request Form (DRF)

Directions: The Initiator will complete Sections A through C. Additional continuation pages can be included if necessary.

Initiator	Matthew Wood	Date	1/27/2021

A. Requested deviation applies to (Technical Procedure – include specific section):

Technical Procedure for Video Results: paragraphs 5.1, 5.2, 5.3 (and all subsequent subparagraphs), and 5.4

B. Requested deviation:

See Attached.

C. Necessity for the deviation:

The requested changes are necessary because as forensic software updates, many of the reporting features either no long exist or new reporting functions become available. The requested changes would allow scientists the ability to decide how to present the final video product, based on the analysis tool that was used.

D. Technical review and Authorization (to be completed by the Quality Manager and/or Technical Leader)
Comments(to include merits and impacts):

Approved	✓	Yes	☐	No	Duration	One Year
Signature	Matthew A. Wood				Date	2/24/2021

Digitally signed by Matthew A. Wood
DN: C=US, OU=Digital Evidence, O=North Carolina State Crime Laboratory, CN=Matthew A. Wood, E=mawood@ncdoj.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2021.02.24 13:25:19-05'00'
Foxit PhantomPDF Version: 10.1.1

E. Quality Assurance Authorization (to be completed by the Quality Manager, Forensic Scientist Manager or designee)

Acceptable within general QA guidelines and good laboratory practice?	✓	Yes	☐	No
Significant negative impact to Crime Laboratory Quality System?	☐	Yes	✓	No

Restrictions/limitations:

✓	Authorized	☐	Rejected	Signature	Timothy G. Suggs	Date	02/26/2021

Digitally signed by Timothy G. Suggs
DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdoj.gov, c=US
Date: 2021.02.26 07:42:25 -05'00'

Form approved for use by: Timothy G. Suggs

Digitally signed by Timothy G. Suggs
DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdoj.gov, c=US
Date: 2014.12.19 09:01:52 -05'00'

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5.1 Should read, "The following software shall be used to create a final video work product: Media Composer, iNPUT-ACE, Windows folder structure, or other approved software."

5.2 If Media Composer is used to produce a final video product, the following sequences shall be used.

> 5.2.1 A main title screen identifying the laboratory case number, the individual creating the video, and the date the video was produced shall be created.

> 5.2.2 Title screens identifying each video sequence to be included on the final video shall be created. These title screens shall document what processing was performed on the original acquired video in order to produce the video sequences.

> 5.2.3 A final video sequence shall be created. The final video sequence shall be arranged as follows:

> 5.2.4 Any verification sequences created during analysis.

> 5.2.5 Main title screen.

> 5.2.6 Video sequences created during analysis (with title screens).These sequences shall be arranged in 'reverse' order so that the final results are first on the video and the video works backwards to the original acquired video.

> 5.2.7 Original acquired video (with title screen).

> 5.2.8 If partial analysis is conducted in Media Composer and imported in to a second analysis tool, the these steps may not be required, but it shall be documented in the analyst's case notes that Media Composer was used in the analysis.

5.3 If using the iNPUT-ACE software, the final video product may be constructed using the iNPUT-ACE reporting feature. The analyst may choose to use the iNPUT-ACE reporting feature or a folder structure to present the final video product. If a folder structure is used, it shall be in an order that permits an understanding of the video analysis process. For example, "1-Original Video, 2-Subclips, 3-Images, 4-ImagesMag, etc."

5.4 The final video product shall be in an uncompressed format, if storage media capacity permits.

Technical Procedure for Video Results
Digital/Latent Evidence Section
Issued by Digital/Latent Forensic Scientist Manager

Version 3
Effective Date: 01/31/2018

Technical Procedure for Video Results

1.0   Purpose - The purpose of this procedure is to create a video in order to document the processes used during a forensic video analysis examination.

2.0   Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in creating a video to document the processes used during a forensic video analysis examination and to create a report detailing the work performed.

3.0   Definitions

- **Write Protection** – A feature available on many types of media which protects the media from inadvertent alteration or deletion. This is sometimes referred to as "Record Protection."
- **Video Mixdown** – Duplicate copy of video already created. These are generally created to add additional processing to a previously processed video.

4.0   Equipment, Materials and Reagents

- Non-linear video processor (e.g., AVID)
- Recording device

5.0   Procedure

5.1   A main title screen identifying the laboratory case number, the individual creating the video, and the date the video was produced shall be created.

5.2   Title screens identifying each video sequence to be included on the final video shall be created. These title screens shall document what processing was performed on the original acquired video in order to produce the video sequences.

5.3   A final video sequence shall be created. The final video sequence shall be arranged as follows:

5.3.1   Any verification sequences created during analysis.

5.3.2   Main title screen.

5.3.3   Video sequences created during analysis (with title screens). These sequences shall be arranged in 'reverse' order so that the final results are first on the video and the video works backwards to the original acquired video.

5.3.4   Original acquired video (with title screen).

5.3.5   When using the iNPUT-ACE software, the results sequence will be constructed using the iNPUT-ACE reporting feature.

5.3.6   Videos used during analysis shall be returned in a universally playable format.

5.4   The final video sequence shall be recorded to some type of video media (preferably VHS, due to the uncompressed format).

5.5   The video media created shall be write-protected, if possible.

5.6   Label the video media created using permanent marker in accordance with the Laboratory Procedure for Evidence Management.

5.7   A laboratory report shall be created in FA. This report shall:

    5.7.1   Document the resulting media prepared during analysis.

    5.7.2   Follow all other report writing policies.

5.8   Video mixdowns do not need to be included in the final video sequence provided the footage duplicated by the video mixdown is included.

5.9   **Standards and Controls -** A color bar test pattern with test tone obtained from the engineering department at WRAL-TV on the media type submitted.

5.10   **Calibrations** – The hardware and software used in casework shall be verified before each case to ensure that they are functioning properly (see the Video Performance Verification Procedure).

5.11   **Maintenance** – N/A

5.12   **Sampling** – N/A

5.13   **Calculations** – N/A

5.14   **Uncertainty of Measurement** – N/A

6.0   **Limitations** – N/A

7.0   **Safety** – N/A

8.0   **References**

- Video Performance Verification Procedure
- Laboratory Evidence Management Procedure
- Ocean Systems Training Manual – Introduction to Forensic Video Analysis

9.0   **Records** – N/A

10.0   **Attachments** – N/A

Technical Procedure for Video Results
Digital/Latent Evidence Section
Issued by Digital/Latent Forensic Scientist Manager

Version 3
Effective Date: 01/31/2018

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
12/5/2017	3	Added paragraphs 5.3.5 and 5.3.6

Technical Procedure for Video Results
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