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**Video Forensic Analysis**

**Training Manual**

**DOCUMENT CONTROL #**

**CLASSIFICATION LEVEL HERE**

May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552) exemption number and category: **7, Law Enforcement**

**Department of Name of Agency review required before public release**

Name/Org: Your name/org Date:

Guidance (if applicable):

**Record of Changes**

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All new trainees within the laboratory who are assigned to video forensics shall be assigned to a Senior Forensic Examiner and fully complete this manual. This manual is broken into a series of sections and it is allowable for a trainee to work on different sections concurrently as the opportunities may arise. The trainer will meet regularly with the laboratory director to provide status updates. The trainer is also responsible for maintaining the training manual in an up-to-date fashion.

At the completion of the manual the trainer will prepare a memo for the laboratory director with their recommendation about the trainee’s status.

In addition to this training manual other outside training should be considered. This training includes:

* LEVA Basic Training – Law Enforcement and Emergency Services Video Association
* Forensic Video Analysis – Signalscape

**Section 1 – General Laboratory Procedures**

The trainee should be familiar with the general practices and procedures used at the [Agency name] Digital Evidence Forensic Laboratory.

Assigned Tasks:

1. Read and become familiar with the [Agency name] Administrative Procedures Manual.
2. Receive training on the case management system to input case data.
3. Show familiarity with evidence handling and security procedures.
4. Be assigned key fob and alarm code and understand how to set burglar alarm.
5. The trainer should assign the trainee relevant reading from the library or from the [Agency name] digital resource library.

**Section 2 – General Video Knowledge**

The objective of this section is to certify that the trainee can demonstrate the knowledge of forensic video analysis that will be needed for casework.

Assigned tasks:

1. The trainee shall be able to identify commonly encountered media seen in casework. Examples include VHS tapes, VHS-C tapes, 8 MM tapes, Hi8 tapes, CD’s, and DVD’s.
2. The trainee shall be familiar with the video components and connections used with the forensic video analysis workstation.
3. The trainee shall be familiar with the various types of surveillance footage that may be encountered in casework. This includes proprietary digital media, multiplexed video, time lapsed video and quad screen video.
4. The trainee shall demonstrate his or her general knowledge of the equipment and media encountered in Forensic Video Analysis by successfully completing a written or practical examination on the topic.

**Section 3 – Policies and Procedure in Video Forensics**

The objective of this section is to give the trainee a working knowledge of the policies and procedures used in the forensic examination of video evidence.

Assigned Tasks:

1. The trainee shall read and understand the Video Forensics Technical Procedure Manual.
2. Study additional reading as assigned by the trainer. Examples may be verification papers, manuals, articles, books, website material, and whitepapers.
3. Attend an approved training session on the use of video forensics software (such as Signalscape’s Starwitness Analyst).

**Section 4 – Capturing Video**

The objective of this section is to allow the trainee to begin working with video forensic evidence under the immediate supervision of a Senior Forensic Examiner.

Tasks Assigned:

1. The trainee shall assist in preparing video evidence for examination under the direct supervision of a trained examiner.
2. The trainee shall have a working knowledge of the verification procedure within the laboratory. The trainee shall be proficient in verifying equipment used during analysis.
3. The trainee shall become proficient in capturing various types of video media into the video analysis systems, including digitizing analog media and capturing digital footage.
4. The trainee shall demonstrate his or her knowledge of the procedures for capturing forensic video evidence as written in the Video Forensics Discipline Technical Procedure Manual by successfully completing a practical examination on the capturing of evidence footage.

**Section 5 – Supervised Casework**

The objective of this section is to allow the trainee to apply his or her knowledge of video forensics to an actual case while being supervised.

Tasks Assigned:

1. The trainee shall assist in working cases under the direct supervision of a Senior Forensic Examiner. The trainee shall assist in all facets of the case.
2. The possible, the trainee should attend court with a trained examiner to watch them testify as an expert witness.
3. The trainee shall successfully complete a minimum of two months of casework under the Senior Forensic Examiner.

**Section 6 – Competency Tests**

The objective of this section is to ensure the trainee has the competency needed to conduct casework without the direct supervision of a Senior Forensic Examiner.

Assigned Tasks:

1. The trainee shall be required to take a final practical examination. This examination shall consist of conducting a forensic video examination on video that has been prepared or selected for this examination. The trainee should find all pertinent images that exist on the video.
2. The trainee shall meet with the laboratory director and become familiar with the accreditation process and other policies and procedures.

At the completion of this manual the trainer shall provide a written recommendation to the laboratory director as to the status of the trainee. The recommendations may include that they be allowed to handle casework on their own, have their training extended, be provided remedial training, or be terminated from the training program.

The trainer shall meet with the laboratory director on a regular basis to discuss the progress of the trainee.

**Signatures:**

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| --- | --- |
| Trainer Printed Name: |  |
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| Trainer Signature: |  |
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| Date of manual completion: |  |

By signing this manual I acknowledge the trainee successfully completed the competencies in this manual and recommend the trainee be allowed to conduct casework.

|  |  |
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| Trainee Printed Name: |  |
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| Trainee Signature: |  |

By signing this manual I acknowledge that I fully understand the contents of the manual and each competency was explained to me by my trainer. I understand that by signing this manual I am stating that I understand the expectations for completing mobile device forensics and am expected to conduct forensic examinations pursuant to this training.

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| Laboratory director Printed Name: |  |
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| Laboratory director Signature: |  |
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| Date Signed: |  |

Trainee released to perform video forensics.

Trainee not released to perform video forensics.