



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### Forensic Imaging Standard Operating Procedures Printing Images

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#### **4. Printing Images**

##### **4.1. Scope**

This section provides guidelines for printing contact sheets and original, enhanced or documented images. In addition, guidelines for general performance check of the printer are included in this section.

##### **4.2. Instruments and Equipment**

- Computer system
- Imaging software
- Digital printer
- High quality printing paper and ink

##### **4.3. Printer Performance Check**

The Forensic Imaging Specialist is responsible for performing a print head performance check on any printer prior to use in printing images for casework. The print head performance check is completed as needed and will be recorded on the "Printer Quality Control Check" maintenance log. Printer quality control checks completed prior to December 31, 2012 are documented via a printout of the print head check and initialed by the Forensic Imaging Specialist.

4.3.1 If the test print provides a printout with all the required lines, the printer is considered in good working order and suitable for casework for the remainder of the day. If not, print head cleanings may be performed. Any print head cleaning will be recorded in the "Printer Quality Control Check" maintenance log. This form can be found in the Appendix section of this manual.

4.3.2 At any point during daily use, or if the test print provides unsuitable results, print head cleanings may be performed as necessary. If print head cleanings are performed, they will be recorded in the "Printer Quality Control Check" maintenance log. This form can be found in the Appendix section of this manual.

##### **4.4. Printing Procedures**

###### **4.4.1. Printing of Contact Sheets**

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- 4.4.1.1. When printing contact sheets the Forensic Imaging Specialist will include the unique TBI Laboratory number on the contact sheet. The Forensic Imaging Specialist will also initial the printed contact sheet once.
  - 4.4.1.2. Each image on the contact sheet will be printed with its unique image number under the image.
  - 4.4.1.3. If images are supplied from an outside agency, the Forensic Imaging Specialist will save all the images in their native format in the Examiner's Work Folder. The images will then be printed in the form of contact sheets for documentation purposes.
- 4.4.2. Printing of Enhanced Images
- 4.4.2.1. Original and enhanced latent print images will be printed for analysis. Whenever possible, the original image will be printed next to any enhanced images. Multiple sets of images from the same case may be printed on a single sheet of printing paper.
  - 4.4.2.2. Each set of images will have its unique laboratory and image number printed below the image. The Forensic Imaging Specialist's initials will be placed in close proximity to avoid confusion as to which numbers belong with which images.
  - 4.4.2.3. Some images may require separate sheets of paper due to their size. When separate sheets of paper are needed for printing a series of original and enhanced images, the unique laboratory and image number are printed with the image and the Forensic Imaging Specialist's initials are placed on each sheet of paper.
- 4.4.3. Printing of Enlarged Images
- 4.4.3.1. In the event an enlargement of an original and/or enhanced latent print image is needed, the unique laboratory number, image number, and enlargement size should be placed on the printouts.
- 4.4.4. Rotation of Images for Printing
- 4.4.4.1. It is permissible for images to be rotated for best fit within the printed paper.

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4.4.4.2. The rotation of images shall only be made at 90° increments.

#### **4.5. Verification of Printed Images Size**

4.5.1. A 1:1 image may be verified by placing a ruler with the same unit of measure on the printout and ensuring that the size is correct.

4.5.1.1. This verification will be performed at a minimum every 6 months and be recorded on the “Image Scale Performance Verification” form located in the Appendix section of this manual.

4.5.2. An image made with a digital camera that does not contain a ruler or scale cannot be scaled to 1:1 and therefore, cannot be verified for size accuracy.

4.5.3. Images scanned on a flatbed scanner do not need to be verified for size provided they are printed at the same resolution that the original scan was made.

#### **4.6. References**

NORITSU M300 Printer – See help file as no printed manual is available for this printer.