

CQR: Images Provided by Outside Agencies

**Agency images
as
examination
records**

Images, including film prints, taken by an outside agency and submitted to the laboratory for use in the analysis of a case, for example, photographs of shoe impressions are considered evidence and will be stored and tracked as evidence.

A copy of the submitted images may be used as a working copy. The working copy can be placed in the examination records of the case file.

The same labeling requirements as for laboratory-generated images apply (see *CQR: Laboratory Images, Labeling guidelines*). In addition, the agency source of these images must be identified in the examination records.

**Agency images
as
administrative
records**

Images taken by an outside agency and submitted to the laboratory for general reference only, for example, photographs from a crime scene or an autopsy, are placed in the administrative records of the case file.

Film prints must be securely attached with tape to a note page or placed in plastic protectors. Pages with printed digital images are inserted into the case file.

Attached prints and photographs, plastic protectors, and printed pages need to be labeled with the laboratory case number. Exception: Prints or photographs received as sets that are *sealed* in plastic protectors do not need to be individually marked.

A brief description of the images and their source is included with the other administrative records on the summary page of the examination records.
