HANDLING AND DISPOSITION OF PHYSICAL EVIDENCE

1. PURPOSE. To establish written guidance for the disposition of evidence gathered by the accident investigation board. Evidence includes witness interview audio recordings, written transcripts, laboratory reports, field technical reports, photos, slides, videotapes, negatives, hand written notes, copies of personnel and medical records, draft forms and records, etc. The Board Recorder is responsible for the disposition of all evidence acquired during the course of the investigation.

2. RESPONSIBILITIES.

   a. The Board is responsible for handling and disposition of evidence and material. This includes destruction of all verbal and documentary evidence and material that are not part of the final report. Procedures are found in paragraph three below.

   b. If the recorder departs the Combat Readiness Center, the appropriate division chief, or someone designated by him, is responsible for handling and disposition of evidence and material.

   c. Board members are responsible for assuring that all evidence and material are provided to the Board Recorder.

3. PROCEDURES.

   a. Audio recordings and written transcripts of witness interviews:

       (1) Summarize audio recordings and/or transcripts as soon after the interview as practical.
       (2) Destroy tapes or transcripts when no longer needed or when the formal report has been approved for staffing, whichever comes first.
       (3) If a criminal investigation is ongoing, consult the USACRC Command Judge Advocate prior to destruction.

   b. Technical reports, personnel and medical records, field notes, etc., are turned over to the Board Recorder/ President. All notes and documents that are not included in the final report are safeguarded by the Board Recorder until the report is reviewed and approved by the board appointing authority. At this point, all material that are not part of the final report will be destroyed/shredded.

   c. Multimedia products:

       (1) Retain control of all pictures, slides, videotapes, and other multimedia products until the final report is completed.
        (2) Normal photographing procedures/techniques remain in effect.
       (3) If possible, make a videotape of the accident site.
       (4) Collect originals/copies of all photographic and audio sources. This includes any injury or body part photographs provided to the surgeon.
       (5) For digital photos taken with the digital cameras, refer to the settings described in paragraph 4 below.

(6) For video recordings, refer to the techniques established below.

(7) Upon completion download all photos to the appropriate accident folder as noted in paragraph five. This location will ensure limited access to the material and serves as the storage area for accident photos.

d. The Board Recorder maintains control of all Audio Visual material until the final report is returned. The Chain of Command provides final disposition instructions for the material.

4. DIGITAL PHOTOS:

a. Set quality of digital image for capture Kodak DC290 Best/Ultra setting
b. Upon completion immediately library the photos.
c. Download camera. Place all images from all sources into subdirectory.
d. Add any photos supplied from other sources. Rename to accident name - 01, 02, 03, etc.

5. Instructions for filing products from CAI investigations. Photos and other media products are stored in the following manner:

a. Aviation. Common\Accidents\Aviation\A-Accident case number (ex: A-000815-0946-7015473)\A000815-0946-7015473-01 (01 is the photo number)
b. Ground. Common\ Accidents\ Ground\ Accident case number (G20010101)\G20010101-01 G20010101-02 (01 and 02 are the photo numbers)
c. Select photos for accident report (Check with M&M for decisions on best photo quality). Maintain a copy of the final PPT out-brief in this subdirectory. Give all photos with body parts to USACRC Flight Surgeon, but assure those not used in the final report are destroyed.

6. REDUCING KODAK ORIGINAL PHOTO FILES TO PPT-SIZE FILES.

First, it is essential that the Board Recorder maintain original photo files at the large size for future use. Due to their size, do not attempt to insert in PPT. Instead, make a smaller version for use in PPT presentations and for email. A procedure for reducing digital photos to manageable size follows:

a. In order to reduce the disk space and transmission time required for PowerPoint presentations, follow the procedure below. This procedure is relatively simple and does not require manipulation of individual photographs.

(1) Set up your PowerPoint presentation exactly as you want it to appear when you transmit it to the Center. Save as a .PPT file.
(2) Go to the drop down menu under 'File' and click on 'Save As.' When the 'Save As' box opens:
(3) Go to the drop down menu labeled 'Save as type' (bottom of box).
(4) Scroll down to 'JPEG File Interchange Format' and click.
(5) Click on the 'Save' button to the right. This will save your file with a .jpg extension.
(6) A box will appear that asks if you want to export every slide in the presentation. Answer yes. PowerPoint will then create a folder of JPEG images, one for each slide in the presentation.

b. Next open a blank file in PowerPoint, then:

(1) Go to the drop down menu under 'Insert' and click on 'Picture'.

(2) Click on 'From File.' Go to the folder created for the .jpg pictures (i.e., step 2 above).

(3) Insert one picture per slide in your new file.

(4) Size and position each picture as desired and then save the file as a PowerPoint file in the conventional way with a different name than your original.

c. You will end up with three files: the original .PPT (step 1), the jpg folder (step 2), and the reduced .PPT for transmission (step 3). The new PowerPoint presentation will be reduced by as much as 90% from the original and can be more easily sent via email.