
Overview

This standard is about creating visual records for forensic investigations, which could be at scenes of incidents and in laboratories. Such records may involve using photography as well as digital media. You will need to know how to use recording equipment and be able to take into consideration factors such as lighting and scales.

Maintaining health and safety, together with the integrity and continuity of forensic materials, is of paramount importance.

Performance

criteria

You must be able to:

- P1 obtain information relating to incidents from appropriate people and systems in line with forensic strategy
- P2 obtain required authorisations for creating visual records for forensic investigations
- P3 prepare the required resources in line with operating procedures
- P4 identify any risks to safety linked to creating visual records for forensic investigations in line with organisational requirements, and:
 - P4.1 take necessary actions to manage risks
- P5 agree with relevant people the objectives and action plans for creating visual records, in line with forensic strategy
- P6 adjust the settings of recording equipment and lighting to take account of recording requirements and circumstances of scenes
- P7 capture all aspects of scenes pertinent to investigations in line with forensic strategy
- P8 incorporate scales and labels within visual records in line with forensic procedures
- P9 create copies of your records in line with organisational requirements, and:
 - P9.1 make these available to those authorised to receive them
- P10 confirm with relevant people that actions taken fulfil investigative needs
- P11 maintain the integrity and security of scenes of incidents and potential evidence in line with forensic procedures

Create visual records for forensic investigations

Knowledge and understanding**Legal and organisational requirements**

You need to know and understand:

- K1 the implications of current, relevant law, policies, operating procedures and guidelines relevant to creating visual records for forensic investigations
- K2 implications of current law, policies and procedures relating to:
 - K2.1 health and safety
 - K2.2 information and data handling
 - K2.3 human rights
 - K2.4 criminal justice system
- K3 your level of authority to access information, and when additional authority may be needed
- K4 how to maintain effective communications with others involved in forensic investigations whilst creating visual records

Create visual records

You need to know and understand:

- K5 the main types of equipment used for creating visual records, their uses and how to operate them
- K6 how to handle, assemble, set up, operate, store and address faults in recording equipment
- K7 the importance of visual records and the information they should capture
- K8 roles and responsibilities of those involved in managing and controlling forensic investigations
- K9 the importance of agreeing action plans for creating visual records, and how to do this
- K10 the importance of effective lighting, techniques and labelling used in creating visual records
- K11 the importance of using measures to illustrate scales within visual records, and how to do this
- K12 the importance of indicating the location of injuries in visual records
- K13 the importance of maintaining the integrity and security of scenes of incidents and potential evidence
- K14 how to identify information and intelligence to be recorded

K15 the importance of making notes and recording information and intelligence in suitable formats

Health and safety

You need to know and understand: K16 potential health and safety risks at scenes and how to address them

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