Evidence Examination Tablet User Guide

1 Tablet Custody

1.1 All tablets should be in user's custody prior to taking photographs and returned to their storage location when finished.

1.2 The analyst should ensure that the associated stylus is attached to the tablets before use. If it is not, please inform the exam supervisor.

1.3 Refer to the BEAST Evidence-Sample Bulk Container Transfers, Bulk Container Creation, Custody Check Item Transfers section for how to transfer the tablet's custody.

2 Tablet Cleaning and Proper Handling to Prevent Contamination

2.1 Tablets and styluses must be cleaned at the beginning of each day before use, between cases, and at the end of each day before returning to storage.

2.2 To clean, **do not spray the tablet or stylus directly**. Lightly dampen a large lint-free wipe with 10% bleach and wipe down the stylus and all the tablet surfaces, taking care near the USB ports. The wipes should not be dripping wet as this will cause liquids to potentially enter the ports and/or seep under the glass causing corrosion to these areas. Next, use a new lint-free wipe lightly dampened with water to wipe down the stylus and all the tablet surfaces in the same manner. Follow this with a new lint-free wipe lightly dampened with 70% ethanol and again wipe the stylus and all tablet surfaces in the same manner.

2.3 Proper handling of the tablet and stylus must be taken to prevent contamination during the use of the tablet. Clean gloves, either new or freshly bleached, must be donned before handling the tablet and stylus. The tablet and stylus should not be placed on the table in such a way to risk contact with the evidence being examined. The tablet and stylus should be kept on clean bench paper away from evidence when not being used.

2.4 First, position the evidence item to be photographed. Bleach or change gloves, then take the photograph. If additional positions are needed, re-position the evidence and repeat the process of changing or bleaching gloves before handling the tablet again. Repeat this process for any subsequent photos taken.

3 Examination Photos

3.1 Open the tablet.

3.2 On the bottom right of the screen connect the tablet to the AC Wi-Fi network. If it prompts a username and password fill it out with your OCME log in.

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3.3 Once it is connected to the network, log into the tablet using your OCME username and password.

3.4 Open up File Explorer and ensure the (M:) drive is present. This may take a few minutes to download.

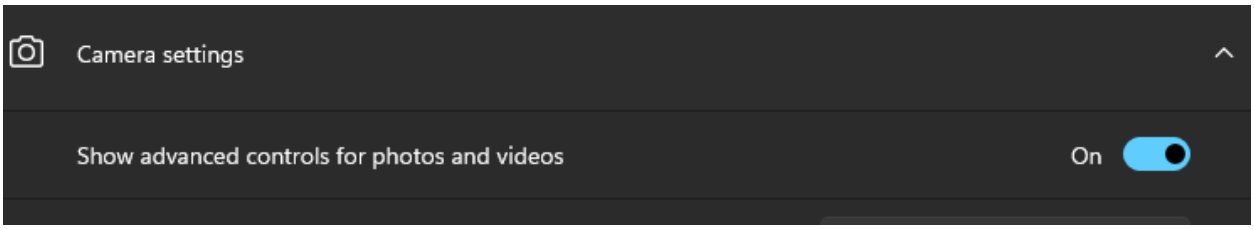
3.5 Open the Camera app on the tablet.

3.6 Press Yes to Let Camera Access.

3.7 Press Yes to Let Microphone Access.

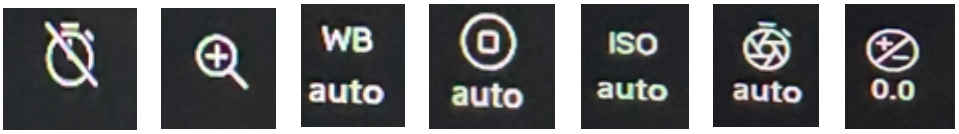
3.8 In the top right corner, open the camera settings.

3.9 Turn on the show advanced controls for photos and videos.



3.10 Under photo settings, ensure the photo quality is set to the highest resolution.

3.11 On the main screen with the camera open, the settings on the left side should appear as the icons shown below:



3.12 Take the photograph.

3.13 Close out the camera app and open the Photos app.

3.14 On the Photos app, all photos will be saved in the Gallery. The Gallery can also be seen in the File Explorer.

3.15 Open the photograph you want to annotate.

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3.16 In the top left corner, press Edit.

3.17 Choose the mark up tool to annotate the photo.

3.18 The stylus should be used to document case information and areas of interest on the item.

3.19 Refer to the Note Taking-General Guidelines section of the Evidence Examination manual.

3.20 Temporarily save annotated photographs on the tablet in M:\FBIOLOGY_MAIN\Exam Photos\[analyst name]. Ensure they are in the form of an image file (JPEG).

3.21 Once at your desktop, the file should be renamed using the following format: F#_item description_orientation_initial/date. See the example below:

F26-00000_underwear_exterior front_SMM 1/20/2026

3.22 All photos should be routinely deleted from the network folder within a month of uploading them to BEAST.

4 Uploading photographs to BEAST

4.1 Photographs will be uploaded on the bench top computers.

4.2 Refer to the BEAST Process Evidence Exam Manual.

4.3 Once photographs are uploaded to the BEAST case record, they should be deleted in the M: drive Photo Transfer folder.

4.4 If additions/corrections need to be made to the annotated photo in BEAST:

4.4.1 Do not delete the original annotated photo in BEAST.

4.4.2 Download the photo through the case record and save it temporarily to the Photo Transfer folder on the (M:) drive. Open the photo on the tablet and make additions/corrections using Steps 3.15-3.19. The analyst's initial and date should be next to any additions/corrections made.

4.4.3 Re-upload the photo as an additional file to the case record using Step 4.1-4.3. Ensure the file name is the same as the original annotated photo and add the updated initial/date to the end of the file name.

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5 Troubleshooting

5.1 If the (M:) drive is not present, then restart the tablet.

5.2 Any other issues arise, inform the exam supervisors and they will place an IT ticket.

5.3 If the Wi-Fi is down, the camera will still be available. Connect the tablet to the bench top computer through a USB cable and save photos taken to the Photo Transfer folder on the M: drive.

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