



ATF-LS-QD9 Facsimile Examinations	Published Online: March 2018
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PRINCIPLE:

To determine, if possible, whether a given facsimile originated from a specific make and/or model of fax machine.

SPECIAL HANDLING:

1. Evidence containing body fluids that is received in the Document Section should be dried under a hood and then repackaged in a paper box or envelope. Items should be handled in order to prevent examiner exposure and preserve DNA, if requested by the submitter. Contents should be documented on the front of the packaging.
2. When handling a contaminated document, the examiner must have on a lab coat and rubber gloves. The evidence should be opened and examined only under a biohazard safety hood. After examination the document should be heat sealed. The work area should be disinfected and the lab coat placed in a biohazard bag and sent to the laundry. The gloves must be placed in a properly labeled biohazard disposal after the examination is concluded.
3. Evidence submitted requesting a latent print examination should be placed in a plastic or mylar sheet protector covering the evidence. In this case, item and examiner identifying marks should be placed on the protective sheet.

SPECIMEN(S):

1. An item containing an unknown/questioned faxed text and Transmitting Terminal Identifier.
2. Faxed text and Transmitting Terminal Identifier from a suspect facsimile machine.

SUPPLIES REQUIRED:

Paper, pen, photocopies of evidence

APPARATUS REQUIRED:

Hand magnifier, typewriter test grids or plates, fax font reference file, photocopier

CALIBRATION REQUIREMENTS:

No equipment requiring special calibration or maintenance.

PROCEDURE:

The method for conducting a facsimile examination will generally include the following:

1. The evidence is marked with the appropriate item number as it appears on the Laboratory transmittal sheet, the case number, and the examiner's initials or other mark. Items on the

transmittal sheet may be amended by adding “Q” and “K” identifiers. Such amendments should be notated on a copy of the transmittal placed in the case jacket and the contributor should be notified via phone or email.

2. Visual examination for content, font and format of the Transmitting Terminal Identifier.
3. Attempt to classify the Transmitting Terminal Identifier using the fax font reference files.
4. If a known facsimile sample containing a Transmitting Terminal Identifier is available, compare content, font and format with unknown/questioned Transmitting Terminal Identifier.
5. Visual examination for evidence of any defect or burned out element on either sending or receiving facsimile machine.
6. Make a written note of any defect.
7. Using typewriter grids or alignment grids document the position or alignment of defect with respect to the Transmitting Terminal Identifier and facsimile text.
8. Make written notes on the photocopies and/or worksheet(s) of the significant similarities and dissimilarities of each item.
9. Formulate a conclusion based on all the evidence examined.
10. A complete technical review is conducted by another qualified examiner and documented and initialed on Technical Case File Review Form.
11. Record findings on written form and have results recorded on a formal Laboratory report.
12. The bases and reasons for the conclusion(s), opinion(s), or finding(s) should be included either on the examiner’s worksheet or on photocopies and may be also included in the report.

DOCUMENTATION:

Work notes consisting of photocopies of the significant characteristics of the evidence on which the examiner marks similarities and/or dissimilarities together with the written observations of the examiner. A Questioned Document Worksheet will accompany each case and should include equipment and/or procedures used, the identifying or eliminating features, and the results of analysis.

REFERENCES:

A Collection of Fax Fonts, ASQDE website www.asqde.org

Lindblom B. Kelly, J Scientific Examination of Questioned Documents 2nd Ed., Taylor & Francis Group, Boca Raton, FL, 2006