



## SDFI-VS Camera Competency

COMPETENCY	YES	NO	COMMENTS
Properly demonstrates the correct order and technique to assemble and remove the camera from the case. Demonstrates on/off of flash control unit (FCU)			
Demonstrates proper handling of the camera. <ul style="list-style-type: none"> <li>• Use of neck strap (if added)</li> <li>• Proper placement of hands when holding camera</li> <li>• On/Off/Lock</li> <li>• Use of view finder vs screen</li> </ul>			
Demonstrates how to replace batteries in both the camera and the FCU			
Demonstrates how to connect and use both foot pedal and hand remote			
Demonstrates proper insertion and removal of SD card			
Demonstrates how to adjust tripod stand (height and angle) and dolly			
Demonstrates how to focus the camera <ul style="list-style-type: none"> <li>• Use of the pre-lamp</li> <li>• How to re-center the focusing square</li> <li>• Use of pre-zoom</li> </ul>			
Verbalizes indication for <b>and</b> demonstrates close-up and far-away mode, including the specific aperture setting number for each (5.6 vs 22)			
Verbalizes indication for <b>and</b> demonstrates Storyboard and Series of 4			
States need, and importance, of neutral background to ensure accurate and true photographic representation of evidence and other areas of interest.			
Properly installs/uninstalls camera onto the stand			
Properly disassembles the camera and places the camera back into the case. Demonstrate placement of FCU cord so that case can be closed without damaging cord			
Demonstrates how to upload photos from SD card using card reader			
Demonstrates how to place camera battery into wall charger			
Demonstrates cleaning of camera			

Employee Signature: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Procedure:

- I. Remove the flash control unit from the case, properly insert batteries, and attach it to the camera. Ensure the flash control unit (FCU) is locked and secured to the camera hot shoe before removing the camera from the case. Power on the FCU by moving the switch from "Off" to "Lock". (You can test the flash by pressing the red light on the FCU.)
- II. With the right hand, grab under the FCU and lift the camera out of the case. When the camera has been removed from the case, secure the camera with the left hand by supporting the barrel of the camera lens. When secure in the left hand, place the neck strap around your neck (if added/applicable). The camera should always be around your neck, on the stand, or in the case to prevent accidentally dropping.
- III. Power on the camera by switching the power switch on the top left from "Off" to "Lock".
- IV. The camera can now be used to take photos. Ensure the camera is in the right setting for close-up or far-away photography.
  - a. Close-up: Adjust the wheel directly behind the shutter button so that the display to the left of the shutter button reads "F22". Should be 6-8 inches from object.
  - b. Far-away: Adjust the wheel directly behind the shutter button so that the display to the left of the shutter button reads "F5.6". Should be greater than 8 inches from object.
- V. Using the tripod stand: First, the stand clip must be locked in the open position. To do this, use one finger to pull back the safety catch on the stand's plate back while with another finger pull back the main lever until it locks in the open position. Now align the arrows on the stand plate with the plate on the bottom of the camera to the same direction. Tilt the camera forward so that the lip of the camera's plate slides into the front of the stand plate then tilt the camera back until the clip closes onto the camera. Before removing your hands from the camera, test that the camera is locked into the stand by picking up the camera. When on stand, ensure camera is at least one open hand's length away from object.
- VI. To remove the camera from the stand, ensure a good grip on the camera then pull back on the main lever while tilting the camera forward and pulling the camera back.
- VII. For camera disassembly, follow steps I-III in reverse order. Ensure the FCU cord is not in the way of the case lid when closing. The flash should be placed so that the cord is going to the left, or toward the middle of the case.
- VIII. Clean/maintain camera per SDFI recommendations.
- IX. Review/refer to references below for comprehensive guidance and recommendations.

## References

1. Photography Guideline:  
[https://www.sdfi.com/Downloads/SDFI\\_Digital\\_Forensic\\_Photography\\_Guideline.pdf](https://www.sdfi.com/Downloads/SDFI_Digital_Forensic_Photography_Guideline.pdf)
2. SDFI VS-G12 Quick Start Guide:  
[https://www.sdfi.com/Downloads/VS\\_G12\\_User\\_Guide.pdf](https://www.sdfi.com/Downloads/VS_G12_User_Guide.pdf)
3. SDFI Troubleshooting Guide:  
[https://www.sdfi.com/Downloads/Hardware\\_Troubleshooting.pdf](https://www.sdfi.com/Downloads/Hardware_Troubleshooting.pdf)