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**Procedure: Equipment Calibration and Maintenance**

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**Purpose: To provide a table of calibration and maintenance schedules**

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**Maintenance Schedule:**

<b>APPARATUS</b>	<b>PROCEDURE</b>	<b>FREQUENCY</b>	<b>RECORDED AT</b>
Canon EOS 10D	Maintenance by contractor/Sammy's	Annually	Maintenance Binder
Canon EOS 30D	Maintenance by contractor/Sammy's	Annually	Maintenance Binder
Canon EOS 50D	Maintenance by contractor/Sammy's	Annually	Maintenance Binder
Canon EOS 60D	Maintenance by contractor/Sammy's	Annually	Maintenance Binder
Tape Measures	NIST yardstick check	Prior to being placed in service	Maintenance Binder
Metal Detectors	Performance check	Each use	Notes

<sup>1</sup> The tape measures will be marked with a "QC" when the measurement is verified. The tolerance for the measuring device will be within one division on the device being tested.

<sup>2</sup> A performance check will be done on the metal detectors prior to their use. The unit should be assembled and turned on. Refer to the instruction manual inside the case for assistance. A reference similar to the material being searched for should be used in the performance check. Cartridge cases and expended bullets should be kept in the case for use as references. Place the reference on the ground and insure the unit is functioning by waving it over the known metal reference and hearing a response from the unit. If the unit does not respond, consider trying new batteries first and then proceed with additional troubleshooting. Record the type of reference used and the results of the performance check in your crime scene report.

**Distribution**

The official copy of this SOP is stored in online in PDF and is available to all members of the Crime Scene Investigation staff. Revisions are made by the supervising forensic scientist or designee.

**Revision History**

<b>Revision Year</b>	<b>Prepared By</b>	<b>Approved By</b>	<b>Effective Date</b>
12	Sgt. Cintron2281		11/13/12