
Procedure: Equipment Calibration and Maintenance

Purpose: To provide a table of calibration and maintenance schedules

Maintenance Schedule:

| APPARATUS | PROCEDURE | FREQUENCY | RECORDED AT |
|--|--------------------------|------------------|---------------------------|
| Latent Inquiry Terminals | Maintained by contractor | As needed | NEC |
| Flatbed Scanners | Maintained by contractor | As needed | NEC |
| Latent Capture Cameras | Maintained by contractor | As needed | NEC |
| Latent/TP Station Printers | Maintained by SBSO S&T | As needed | SBSO Systems & Technology |
| Lexmark (Live Scan) Printer | Maintained by contractor | As needed | Identix |
| Photo Printers (Epson Stylus Photo 2400) | SBSO Forensics Unit | As needed | SBSO Forensics Unit |
| HP Photo Plotter (Design Jet 1050C) | SBSO Forensics Unit | As needed | SBSO Forensics Unit |

Distribution

The official copy of this SOP is stored in PDF format with the SBSO Forensics Unit and is available to all members of the Fingerprint Unit. Revisions are made by the supervising forensic designee.

Revision History

| Version | Year | Revised by | Effective Date | Review Date | Signature |
|----------------|-------------|-------------------|-----------------------|--------------------|------------------|
| 2012 | | Sgt. R. Cintron | 11/13/12 | | |
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