

SOP FOR VOICE EXAMINATION CASES

QUESTIONED VOICE RECORDING:

1. Recorder quality:

The recorder/player used for recording of speech sample should be of high quality, good condition and should not be very old. The brands namely, SONY, Philips, TASCAM etc should be Used.

2. CORRECT MACHINE:

Before starting the recording of the instrument (analog recorder) should be checked for correct recording speed cleanness of recording head etc. Head cleaner cassettes are separately available for cleaning audio playback/record head. Alternatively playback/recorder head can be cleaned with dry cotton or dry cotton dipped with head cleaning liquid. Recorder speed can be checked by playing back a standard prerecorded audiocassette.

3. Speed of recording:

Some recorder/players have two speed options 1.2/2.4cm/sec out of which the speed 2.4cm/sec should be selected for recording in case of micro cassette recorder/player. However, for a standard size audiocassette recorder the recording speed is usually 4.7cm/sec.

4. RECORDING MEDIUM:

As far as possible the recording medium should be in digital form in CD/DVD, Memory chips, Memory card, digital recorder, through voice logger system or the mobile device itself recording in micro audiocassettes should be avoided as far as possible.

5. Background Noise:

Unwanted background noise such as environmental noise, room fan, A.C, phone, Door noise, Vehicle noise, interfering voice of multiple persons may be avoided as far as possible.

Specimen voice recording:

1. Recorder Quality:

The recorder/player used for recording of speech sample should be of high quality, good condition and should not be very old.

2. Correct equipment:

Before starting the recording the instrument (analog recorder) should be checked for correct recording speed, cleanness of recording head etc.

3. Text & Language:

Specimen recording should be carried out in same text and in same language as was spoken in the questioned recording for each speaker.

4. Transcripts:

The transcription of the questioned and specimen voice recording should be prepared in with 14 font size (computerized text) and submitted along with the exhibits.

5. Identification:

The speakers name should be specified corresponding to their dialogue/utterance in the transcription. For example there is conversation among three persons namely 'A' 'B' & 'C' then the dialogues/utterances of each person is to be indicated as follow :-

- (A) Hello, How are you
 - (B) I am fine I have handed over Rs. 10000/- to Mr. C
 - (C) Yes. I have received money from Mr. B
- and so on

6. Relevant transcription :

The relevant part of the conversation of each speaker to be examined should be clearly indicated in the transcription. Either the duration of the relevant conversation in the transcription to be specified or it can be highlighted with highlighter pen or written in bold letters in the transcript.

7. Relevant Portion :

In case of long conversation the specimen voice should be taken from relevant portion.

8. Relevant Text :

In case of question recording consisting of large number of calls, then the text for the specimen voice recording should be selected from relevant calls.

9. Distance Between Microphone & Speakers :

In case of specimen voice recording through internal/external microphone the distance between the microphone and the speaker should be optional (10-15 cm) depending on the sensitivity of the microphone. After the recording its quality should be checked by playing back before sending for examination.

10. Peripherals as Attachment :

The questioned and specimen voice recordings being send to be laboratory for examination in different types of recording media for eg. Microchips, memory cards, microchip recorders etc. all its accessories like adapter, charger, data cable, software CD etc. should be send alongwith if possible.

11. Accessories :

The accessories (software CD. Data cable, battery, power cord etc.) should be submitted along with exhibits for extracting the recorded data.

Guideline for submission of exhibits to the laboratory

1. Packing of exhibits :

The recording medium i.e. audiocassettes, micro audiocassettes, CD/DVDs, microchips, digital recorders, micro SD cards etc. should be kept in their respective plastic cases/containers before packing them.

2. Packing material :

A suitable packing material i.e. air bubble envelopes and other such type of spongy material should be used for packing them to avoid any damage during transit.

3. Protection :

The recording material/medium should be protected from the exposure from strong magnetic field (in Case of magnetic tapes in cassettes). Moisture dust and heat (optional medias like CD, DVD etc) small pouches containing moisture absorbent material are available and it can be used along with the exhibits during packing. For magnetically shielding material with high magnetic permeability (mu-metal foil) can be used to wrap the exhibit. Exposure to wrap the exhibit. Exposure to direct sunlight or heat should be avoided as far as possible.

4. Seal :

Impression of the seal on parcel as well as on paper cloth (specimen) should be legible.

5. Marking :

The details on the parcels should be clearly mentioned regarding the case number/FIR/RC no. etc. and the parcel should be properly marked and signed by the forwarding authority. The forwarding memo should contain the description of the parcels as per marking and brief history of the case.