

	<b>QD-PM 2.0 Responsibilities</b>	
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	<i>Document Manager: Cheryl Lozen</i>	<i>Approved By: Jeffrey Nye</i>

## 2.1 Scope

Examine documentary evidence in criminal investigations to determine content or authenticity. Also to determine identity or non-identity by comparison of known standards, making use of scientific equipment. Assume responsibility for independent judgments, write opinions, and offer expert testimony.

## 2.2 Daily Duties

### 2.2.1

Receive evidence from law enforcement agencies and regulatory agencies, within the State of Michigan, conducting criminal investigations involving document evidence.

### 2.2.2

Breakdown, inventory, store, handle, prepare, photograph, scan or otherwise prepare evidence for storage or examinations.

### 2.2.3

Consult with and provide technical direction, as well as expertise in the field of forensic document examination to local, county, state and federal law enforcement officers, prosecutors, and other members of the criminal justice community.

### 2.2.4

Examine evidence to identify or eliminate writers of questioned documents by comparing writing characteristics in the questioned writing with writing characteristics in the known writing exemplars.

### 2.2.5

Examine and compare typewriters and other mechanical instruments with the questioned document to identify or eliminate the instrument.

### 2.2.6

Examine and/or compare elements of documents, including paper, ink, any indentations and sequence of writing to determine authenticity by comparing dates of manufacture with dates appearing on the document, analyzing alterations, erasures, and substitutions.

### 2.2.7

Examine altered and illegible documents, including charred, torn, eradicated or obliterated documents, to decipher or restore original text or writing through the uses of infrared and ultraviolet examination techniques, special lighting and photography, or the application of chemical reagents, as applicable.

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### **2.2.8**

Conduct any other recognized and acceptable forensic document examinations in conjunction with the examination of evidence in a criminal case.

### **2.2.9**

Collect, maintain and use current reference material on the various subjects concerning the field of forensic document examination.

### **2.2.10**

Prepare court exhibits demonstrating the basis for the opinions offered and testify to those opinions when called upon.

### **2.2.11**

Provide expert scientific testimony in a fair and impartial manner, when called upon to do so, regarding the results of examinations and analysis. Any opinions expressed shall conform to acceptable scientific practices in forensic document examinations and be supported by the results of the analysis.

### **REFERENCE**

#### **[Questioned Document Unit Packet of Information](#)**

ASTM International: **E444 Standard Guide for Scope of Work of Forensic Document Examiners.**