

July 1, 2001

Dear Colleague,

The Scientific Working Group on Imaging Technologies (SWGIT), was created to provide leadership to the law enforcement community by developing guidelines for good practices for the use of imaging technologies within the criminal justice system. Attached we present six documents relating to those guidelines for your review and comment.

The first document, "Definitions and Guidelines for the Use of Imaging Technologies in the Criminal Justice System" was released as a draft in 1999 for public review and comment. Based on the resulting feedback we revised this document and are publishing the final version in the July 2001 edition of the on-line journal "Forensic Science Communications." You may find it at [www.fbi.gov/programs/hq/lab/fsc/current/index.htm](http://www.fbi.gov/programs/hq/lab/fsc/current/index.htm).

The second document, "Draft Guidelines for Field Applications of Imaging Technologies" was released as a draft in the January 2000 edition of "Forensic Science Communications" and is once more being released as a draft.

The remaining documents, "Draft Recommendations and Guidelines for the use of Digital Image Processing in the Criminal Justice System," "Draft Guidelines and Recommendations for Training in Imaging Technologies in the Criminal Justice System," "General Guidelines for the Capture of Latent Impressions with a Digital Camera," and "SWGIT Draft Considerations for Managers," are being released as draft documents for the first time.

These documents represent the work of over thirty photographers, scientists, instructors, and managers from more than two dozen federal, state, and local law enforcement agencies, as well as from the academic and research communities. They represent the consensus opinion of this membership and should not be construed as the official policy of any one of the represented agencies.

A goal of the SWGIT is to engage the entire law enforcement imaging community in the development of these guidelines. Please review these documents carefully and let us have your feedback. Instructions for doing so are attached. Thank you for your consideration.

Sincerely,  
Richard W. Vorder Bruegge  
Chair, SWGIT

## INSTRUCTIONS FOR SUGGESTING CHANGES TO SWGIT DOCUMENTS OR SUBMITTING GENERAL COMMENTS

If you wish to suggest changes in a SWGIT document or submit comments you may do so electronically or via regular mail.

**Formal changes to SWGIT documents will only be considered if the following information is included:**

- (1) Title of the document for which the change is suggested;
- (2) Name of individual requesting the change;
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- (4) Address of the organization;
- (5) Telephone number and e-mail address, if available;
- (6) Specific identification of wording to be eliminated, noting document section and/or page number; (if applicable)
- (7) Specific wording to be added; (if applicable)
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If simply submitting comments, please be sure to include the following:

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- (2) Your job title;
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**If replying electronically (i.e., E-Mail)** include your name and address information in the body of your e-mail and enter ASWGIT Feedback@ as your Asubject@ line. You may include your comments in the body of your e-mail or as an attachment in either WordPerfect or Word format.

Forward your comments to this e-mail address:      rvorderb@leo.gov

**If replying via regular mail** include your name and address information in a cover letter, followed by your comments, and forward them to the following address:

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