



Your reference: N/A

Our reference: FOI_25_0467

E-mail: FOI

@gloucestershire.police.uk

Direct dial: 01452 754304

Postal Address: As above

Date: 29/05/2025

Dear

Gloucestershire Constabulary Freedom of Information request FOI_25_0467

On 01/05/2025 you sent an email constituting a request under the Freedom of Information Act asking the following:

FOI Team, I write to request information under the Freedom of Information Act 2000. With respect to multimedia forensic processes, could you please provide me with a copy of the most recent Standard Operating Procedures (SOPs), guidance documents, or policy documents held by your force. For clarity, by multimedia forensics I refer specifically to the forensic analysis, enhancement, authentication, interpretation, and presentation of audio, video, and still-image material.

This does not include general digital forensics (such as the extraction of data from computers, mobile devices, or other storage media). I am solely concerned with processes dealing directly with audio, video, and image evidence. Specifically, please provide the material requested in the following four bullet points:

1. A copy of the SOPs, guidance documents, or policy documents covering the forensic processing, enhancement, analysis, interpretation, and presentation of audio, video, and image material for investigative or evidential purposes.
2. Any internal multimedia forensic workflows, protocols, or standard practices related to handling such material.
3. The names of software, tools, or systems used for these processes, including any associated training or operational guidance.
4. The quality assurance, validation, or review procedures used to ensure the accuracy, authenticity, and admissibility of multimedia forensic evidence. If the full SOPs or documents cannot be shared, I kindly request the following information in place of the SOP as per the following seven points:
5. A summary or description of the multimedia forensic processes followed.

6. SOP titles, version numbers, and the dates of their creation, last update, and validation/approval.
7. The roles, departments, or individuals responsible for authoring, validating, or approving the SOPs.
8. The legislation, policies, standards, or external guidance referenced during the development and/or review of the SOPs.
9. Whether the SOPs have undergone any ethical review or approval, and details of any such review processes or bodies involved.
10. Whether the SOPs have been externally validated, peer-reviewed, or accredited by any agency, professional body, or external organization.
11. Whether any SOPs are currently under review, have recently been amended, or are scheduled for updates, and the relevant timelines if applicable. In addition to the previous, please provide responses to the following four points regarding the use of emerging technologies:
12. Please detail whether your multimedia forensic unit currently uses or has trialled artificial intelligence (AI) or machine learning (ML) tools for:
 - o Authentication (e.g., detecting edits, deepfakes, or tampering)
 - o Enhancement (e.g., audio/video/image quality improvement)
 - o Analysis or interpretation (e.g., transcription, object recognition, pattern matching)Note: a simple response is acceptable here such as "Authentication: Use. Enhancement: Trialled. Analysis: Not used"
13. If applicable, the names or vendors of the AI/ML tools used.
14. Whether the use of these tools is governed by any SOPs, internal policies, or ethical guidelines.
15. Whether the adoption and use of AI/ML tools have been subject to ethical review, oversight, or risk assessment, and any details of such reviews or assessments.

Under the Freedom of Information Act 2000 s1, I can confirm that Gloucestershire Constabulary may hold some relevant information.

Following receipt of your request, enquiries were made with the department most likely to hold information in relation to your request. I can confirm that the information you have requested may be held by Gloucestershire Constabulary however there is no central record or policy and guidance documents. To provide a definitive response would require officers and staff to search both personal and departmental folders and records to establish if relevant information is held. Even by narrowing this request down to the most likely department to potentially hold this information we have estimated that answering this request would far exceed the permitted time constraints, therefore Section 12 of the Act is applicable. This section does not oblige a public authority to comply with a request for information if the authority estimated that the cost of complying with the request would exceed the appropriate limit of 18 hours, equating to £450.00

Section 17(5) of the Freedom of Information Act 2000 requires Gloucestershire Constabulary, when refusing to provide information (because the information is exempt) to provide you the applicant with a notice which: (a) states the fact, (b) specifies the exemption in question and (c) states (if not otherwise apparent) why the exemption applies.

In relation to your request Section 12 applies.

Section 12(1) – Fee Regulations states:

Section 1(1) of the Act does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (As detailed in the Data Protection and Freedom of Information Fees Regulations of 2004)

The appropriate limit at the moment is £450 calculated at an hourly rate of £25 per hour for all staff time incurred in:

- i. Determining whether information is held
- ii. Locating it
- iii. Retrieving it
- iv. Extracting the information to be disclosed from the other information.

In accordance with the Act, this letter represents a Refusal Notice for your request.

Section 16 – unable to assist

Unfortunately, I'm unable to assist in suggesting ways of refining your request to come within the confines of Section 12 of the Act

If you are not satisfied with this response or any actions taken in dealing with your request, you have the right to ask that we review your case under our internal procedure. Please note that a request for an internal review must be made within 20 working days of the response to your original request.

If you decide to request that such a review is undertaken and following this process you are still unsatisfied, you then have the right to direct your complaint to the Information Commissioner for consideration.

The Information Commissioner can be contacted via the following means:

Website - <https://ico.org.uk/>

Call their helpline - 0303 123 1113

Email - casework@ico.org.uk

Post –

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Disclosure Officer
Gloucestershire Constabulary