A. PURPOSE:

This temporary telework program provides an option for certain employees to work remotely and for Managers to help manage their Section during the COVID-19 pandemic. This policy applies to all teleworking activities of the Division of Scientific Services (DSS). All Managers, Supervisors, and teleworkers should be familiar with the contents of this policy.

B. DEFINITIONS:

Telework: The concept of working from home on a full-time or part-time basis. Telework is not a formal employee benefit. Rather, it is an alternative method of meeting the needs of the Division of Scientific Services remotely. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available.

Teleworker: someone who works at home, and communicates with their office by phone, email, or internet: Must be a regular employee who has successfully passed their probationary period and has a documented history of job performance that meets or exceeds their supervisor's expectations.

VPN: A virtual private network (VPN) extends a private network across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network.

C. RESPONSIBILITIES AND ADMINISTRATIVE POLICIES:

Director: To direct and approve all teleworking.

Teleworkers: Responsible to ensure all organization policies, rules and practices at the Division will apply at the telework site. The teleworker must have a portion of their workload that can be performed away from the office in order to be approved to telework.

Deputy Directors/Assistant Directors: To manage the telework operations and ensure staff is trained in the teleworking policy.

Quality Manager: To ensure that the same level of quality is achieved and to ensure policy aligns with all ANAB accreditation standards and the standards within the FBI DNA QAS.

ADMINISTRATIVE POLICIES:

The telework program is a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

1. Participation in the program is voluntary and subject to management approval.
2. The employee must possess the appropriate equipment to allow the job to be performed away from the central worksite. Equipment will be provided to teleworking employees in order to fulfill their job duties.
3. The employee will be in compliance with all applicable DSS, DESPP, and DESPP IT policies and procedures, including security, privacy, and confidentiality.

4. The Manager/Supervisor will assess performance by monitoring the quality of results and productivity. Established objectives measures such as analyst error rates, turn-around-time, case reports volume, case review (technical and administrative) volume will be utilized to ensure employees are meeting expectations.
5. A telework arrangement can be terminated by management at any time. The manager/supervisor will assess telework performance by monitoring the quality of results and productivity. Established objective measures such as analyst turn-around-times, case report volume, and case review (technical and administrative) volume will be utilized to ensure employees are meeting expectations.
6. All property owned by the organization used at home by the teleworker is to be returned to the organization when the teleworker ceases to telework.
7. Duration and schedule of teleworking will be dependent on the individual's manager and the need for teleworking.
8. Identification of the eligible individuals for telework are based on a review of the characteristics and duties of their position.
9. Management may require teleworkers to report to the laboratory on scheduled telework days when necessary to meet operational needs.
10. A teleworker must maintain a daily log of activity on days working from home.

D. CHEMICAL ANALYSIS SECTION

1. Current practices regarding Quality Assurance/Quality Control (QA/QC) protocols will be followed for all evidence submissions, handling, accessioning, storage, and analyses - with the exception of certain situations wherein initials or signatures are needed (e.g. physically initialing documents not contemporaneous with remote review of batches or reports).
2. Upon inventorying evidence analysts will ensure that evidence corresponds to the items listed within the Request for Analysis (RFA) forms. If there are any discrepancies then they will be noted and the assigned analyst(s) (or designee) will follow-up accordingly. If an evidence discrepancy occurs within the Controlled Substance Unit then a supervisor (or higher) may be contacted and they can possibly assist with the correction process. When not under current examination, all evidence will be stored under proper seal and in proper evidence storage areas according to protocols for each unit and/or the section.
3. Analysis of evidence will occur according to each current standard operating procedure (SOP). The processing of data from evidence analysis can occur via Remote Connection and/or Virtual Private Networking (VPN). All instrumentation within the section will have secure connectivity to remote connections.
4. Data may need to be transferred from instrument computers to a networked location where such data will be processed remotely.
5. Teleworking will usually commence after instrumental data collection has occurred. Analysts will remotely connect to computers/servers which house analytical data and process such data as if they were normally at work in the laboratory setting.
6. By remotely logging-in the analysts will use the same instrumental software and parameters as if they were physically at the laboratory.
7. Documentation of data may be in the form of printing to networked laboratory printers. When analysts return to work they shall log into applicable print jobs on the networked printers and obtain hardcopies of previously processed data.
8. Alternatively, processed data may be saved as pdf-files and sent to shared drives so co-workers could perform technical reviews. Such reviews will be done using pdf files that will be accessible to teleworking employees.
9. Each step may have to be documented within LIMS-Plus software in order to ensure efficiency and casework completeness. Given no remediation after reviews, analysts will be able to send their reports to shared drives so co-workers can perform further [administrative] reviews. Teleworking analysts will then be able to release reports remotely.

10. The physical mailing of toxicology reports will not be performed. Reports will be transmitted electronically and documented accordingly within LIMS-Plus.
11. Once fully reviewed and no remedial steps, technical and administrative reviews can occur as within non-batch casework.
12. Once physically back in the laboratory, staff will compile all relevant data and paperwork in order to ensure everything went into the respective places (i.e., batch folders or casefile folders).
13. All communications (e.g., receipt of paperwork/case documents, issued reports) will be done electronically and captured within LIMS-Plus.
14. Evidence will be placed under proper seal and returned via normal in-house laboratory operations when staff are physical in the laboratory.

E. FORENSIC BIOLOGY & DNA

I. Telework SOP – Using Adobe Acrobat 2017

Adobe Acrobat 2017 will be used to make edits on paperwork, such as additions, cross-outs, initials and dates. All edits made in this manner should be made in colored font to easily distinguish (i.e. anything that would have been handwritten can be done in blue font). When working electronically using VPN, typed initials are an acceptable form of identification.

1. Adding initials/dates/comments
    a. Under Tools select 'Fill & Sign'.
    b. Checkmarks can be added using the 'Checkmark' option from the top header toolbar. This option is helpful for the batch and case review checklists and injection sheets.
    c. Initials, dates or any corrections/notes can be added by choosing the 'Ab Text' option.
        i. An alternative to this is to select 'Comments' in the main Tools option. Choose the plain 'T' option called 'Add Text Comment'. This option is sometimes easier to move around; colors can also be changed using this feature to help distinguish markings.
    d. Initials/date must also be added to the end of comments to remain in compliance with current GLs and SOPs.
2. Making cross-outs
    a. In Tools, select "Fill & Sign". The "Line" option allows a line be added. Depending on the length of this line, it may be too thick to view what is being crossed out.
    b. An alternative is to select "Comments" in the Tools option. Choose the pencil called "Draw Free Form" to add a cross out.
    c. Any cross out added must be accompanied by an initial/date text comment.
3. Organizing scanned documents
    a. The "Organize Pages" option in Tools allows for numerous actions such as changing page order, inserting new pages and replacing pages. "Extract" option: remove pages to add to a different file. This is helpful for moving e-grams and various QRs to case folders. This option can also replace the need for photocopies.

II. Telework SOP – Forensic Biology

Report writing will be conducted in accordance with current applicable GLs, FB SOPs and WIs in addition to below remote instructions. Any corrections or discussion conducted via email will be printed and included in case paperwork. Case jackets may not be removed from laboratory for the purposes of teleworking.

1. Cases to be processed remotely will be scanned to S:\FB\Telework.

2. Reports/notifications will be drafted as usual. The draft will be saved in Word format in the Final Reports drive.
3. The draft along with FB-QR 21 and the appropriate checklist (FB QR-12, -12a, -12b) will be saved in PDF format from Qualtrax to S:\FB\Telework.
4. Corrections and reviews will be documented by reviewers in Adobe Acrobat 2017.
5. For cases processed remotely, LIMS milestone completions will stand in place of case jacket labels.
6. The analyst or any personnel available onsite can print the completed casefile paperwork and add to case jacket.

III. Telework SOP – Male Screen Batch Processing

Male screen processing will be conducted in accordance with current applicable GLs, DNA SOPs and WIs in addition to below remote instructions. Any corrections or discussion conducted via email will be printed and included in batch paperwork.

1. Case jackets and batch paperwork will be scanned by the FB examiner processing the batch.
   Scanned paperwork will include a blank DNA QR-4E. Scanned documents will be kept in their respective folders on the U:Drive (U:\Telework\Cases and U:\Telework\BatchPaperwork).
   FB examiner to notify a DNA analyst competent in the male screen procedure that batch is ready to be analyzed.
2. Remote Analysis
   a. DNA analyst will electronically record male screen results and assign extraction requests using the Male Screen Results QR-346 (QR-346-A). This QR will be saved to U:\Telework\BatchPaperwork.
   b. DNA analyst will enter male screen results and create requests in LIMS as usual.
   c. DNA QR-4E will be completed electronically using Adobe Acrobat 2017.
3. Remote Review
   Batch review will be conducted as usual by a qualified analyst by accessing the U:Drive folders. The review and any noted corrections will be recorded using Adobe Acrobat 2017.
4. Final Scans/Copies
   a. Once corrections are finalized, the analyst will ensure a completed version of the batch is added to U:\Batch Paperwork Files and reviewer will verify.
   b. The analyst or any personnel available onsite can print the final scanned batch and file in appropriate location. They will make copies of necessary QRs to add to case files. The case filed will be forwarded to Case Management.
   c. Analysts or technicians assigned negative sample and/or cases will move those samples virtually (in LIMS) and physically to the “Freezer Storage” storage location.

IV. Telework SOP – Batch Processing and Analysis Workflow

Batch processing and analysis will be conducted in accordance with current applicable GLs, DNA SOPs and WIs in addition to below remote instructions. Any corrections or discussion conducted via email will be printed and included in batch paperwork. Necessary TL sign offs may be accomplished via scanning and email. These approvals will be printed and included in the batch paperwork.

1. Case Scanning

a. Cases to be processed remotely will be scanned onto the U:Drive (U:\Telework\Cases) by the batch processor or any available onsite personnel.
b. Scanning shall include all paperwork included in case jacket. Transfer sheets will be scanned after batch processor has made handwritten notes pertaining to sample verification/consumption, etc.

2. Batch Processing
    a. Remote worksheet creation
        i. Batch processor (technician) will scan paperwork to analyst (this scan does not need to be saved long-term; it is for worksheet creation purposes only).
        ii. Qualified DNA analyst will create halt/dilution/amplification sheets as needed and save to technician's amplification folder per usual. The 'prepared by' line will be initial/dated using Adobe Acrobat 2017 at the time of batch ownership. (See below).
        iii. Save each staff search worksheet to the appropriate case folder to U:\Telework\Cases.
    b. Once injection(s) are complete, batch processor will scan entire batch to analyst for ownership. A blank QR-4A will be included. The scanned batch will be saved to folder on U:Drive (U:\Telework\BatchPaperwork).
    c. Analyst will review batch, initial pages and document necessary corrections using Adobe Acrobat 2017.
3. Remote Analysis
    a. Any 'prepared by' lines will be filled in via Adobe at this time.
    b. Analysis and contributor estimations will be conducted as usual. The injection sheet(s) (QR-325, QR-328) will be completed and initialed using Adobe Acrobat 2017.
    c. E-grams and associated QRs (NOC, project comparison, concordance checker, etc.) will be printed, initialed and scanned to U:\Telework\BatchPaperwork. Alternatively, applicable documents may be converted to PDF format and processed via Adobe.
4. Remote Technical/Administrative Reviews
    a. Reviews will be conducted per usual by accessing necessary paperwork on U:drive and documented using Adobe.
    b. Electropherograms may be viewed by opening the associated GeneMarker/GeneMapper ID-X projects.
5. Scanning
    a. Fully completed paperwork with all necessary initials will be scanned to currently used location (U:\Batch Paperwork Files) and filed. Alternatively, the PDFs may be moved to the appropriate folder(s) using the 'extract' option of Adobe. The reviewer will check contents of U:\Batch Paperwork Files and complete the Batch Paperwork Review Spreadsheet.
    b. The analyst or any personnel available onsite can print the completed batch and file in appropriate storage location. Final completed paperwork will supersede any other versions generated in the process.

V. Telework SOP – DNA Reports and STRmix™

Report writing will be conducted in accordance with current applicable GLs, DNA SOPs and WIs in addition to below remote instructions. Any corrections or discussion conducted via email will be printed and included in case paperwork. Necessary TL sign offs may be accomplished via scanning and email. These approvals will be printed and included in the batch paperwork. Case jackets may not be removed from laboratory for the purposes of teleworking.

1. STRmix™
    a. The STRmix™ server and F:drive will only be accessed by using the remote desktop function.

b. STRmix™ runs will be conducted as usual. Pages 1-3 of the report and QR-303 will be printed, initialed and scanned to U:\Telework\Cases.

2. Reports
   a. Reports will be drafted as usual. The draft will be saved in Word format in U:\CASEREPORTS.
   b. The draft along with QR-4 will be converted to PDF format by using the ACROBAT tab in Microsoft Word and saved to U:\Telework\Cases.
   c. Any batch paperwork normally photocopied into case jacket will be copied to U:\Telework\Cases. This included e-grams and NOC QRs. These steps can be done via the 'Organize Pages' feature of Adobe.
   d. Corrections and reviews will be documented by reviewers in Adobe Acrobat 2017.
   e. For cases processed remotely, LIMS milestone completions will stand in place of case jacket labels.
   f. The analyst or any personnel available onsite can print the completed casefile paperwork and add to case jacket.

F. IDENTIFICATION SECTION

The Identification Section is comprised of the Firearms, Latent Print, Computer Crimes, Multimedia, Questioned Documents and Imprint Units of the DSS. Each Unit performs "hands on" work on evidence, but also has the ability to conduct analysis in an electronic environment. It is the electronic environment of these Units that can be conducted remotely in teleworking situations. The examiners assigned to each unit will have a laptop off site that will use a VPN to remote into the examiner's desktop computer or other computer as indicated below. Each Unit is unique in the type of analysis conducted and this SOP will address the areas that can be conducted remotely for each Unit. The examiners should plan ahead and be prepared to have multiple cases available in queue that can be worked on in a remote telework situation. The SOPs below describe the work that may be conducted in a remote telework environment. At the completion of the Administrative Review, the analyst may send the document to the DSS printer and select a delayed print option. Once back onsite at DSS, the analyst will print the final report, prepare the evidence and work product if applicable for transfer to the Evidence Receiving Unit.

Firearms Unit

1. The Firearms Unit of DSS receives evidence submitted as physical evidence that must be processed on-site. The following processes are conducted on-site: NIBIN acquisition/correlation, test firing of weapons, serial number restorations and microscopic comparisons.
2. This Unit's worksheets are able to be completed digitally and uploaded to the examiner's FAH Drive. Paperwork generated from the NIBIN Brass Trax and Matchpoint are converted to PDF and uploaded to the examiner's FAH Drive.
3. The examiner will assemble their final conclusions on worksheets by remoting in to the FAH drive via their desktop computers.
4. Reports will be generated through the Justice Trax LIMS.
5. The technical review will be assigned through Justice Trax. The technical reviewer will receive the email from Justice Trax and will conduct the remote review of the digital file located in analyst's FAH drive.
6. Review of these documents is done on the standard technical review/administrative review Quality Record (QR FA-9) and also using the Remote Review Form to address corrections needed.

7. Once the technical review has been completed, the Remote Review Form will be added to the FAH drive and the Administrative Review will be assigned through Justice Trax.
8. At the conclusion of the Administrative Review, the milestone will be updated and the final report will be printed out and added to the final paper case file on-site.

Latent Print Unit

1. The Latent Print Unit of DSS receives evidence in both a digital format and also as physical evidence. When evidence is submitted as physical evidence in nature, there are scanning and processing techniques that must be conducted on-site prior to converting impressions of value to a digital file.
2. Once the latent evidence is in a digital format, the remainder of the comparison and verification work can be done in a remote environment.
3. Requests for the release of fingerprint cards will be done via an electronic request to SPBI for the comparison part of the remote analysis.
4. The examiner will conduct enhancements, sufficiency charts and comparisons by remoting into their desktop computers. Their desktop computer contains the necessary enhancement and processing software to conduct their comparative casework. NGI searches will be done in a remote telework environment using a LEO email account. AFIS searches must be conducted on-site due to CJIS security requirements.
5. The examiner will place their verification requests in their coworker's electronic folder, where the coworker can conduct the verification in a remote setting. Once all casework is completed and the worksheets are saved, the examiner can also generate the report through Justice Trax.
6. The technical review and administrative review is assigned through Justice Trax and the review is conducted using the standard technical review/administrative review Quality Records (QR-LP-4) and also using the Remote Review Form to address corrections needed.

Computer Crime Unit

1. The Computer Crimes Unit of the DSS receives physical evidence which must be processed upon receipt at the laboratory for the acquisition of data. The acquisition process of this evidence must be performed on site and then the imaged files or the data files are uploaded to the Computer Crimes Unit server and are accessible to the examiner on this physical workstation/computer.
2. These computers are not connected to the DESPP-BEST network. Remote teleworking connectivity to these workstation are done through the Cox Cable internet using Cisco Meraki VPN software. The examiner will use this VPN on the laptop to access their desktop workstation. This connection will allow the examiner to use their analysis software such as (Axiom, Encase, FTK, Cellebrite 4PC) to analyze the extracted data.
3. The Computer Crimes Unit worksheets, report and work product are all in electronic format and will be completed at the time of their analysis and uploaded to a centralized location for review by the technical reviewer and administrative reviewer.
4. Review of these documents is done on the standard technical review/administrative review Quality Records (QR CC-15, QR CC-29 or QR CC-53) and also using the Remote Review Form to address corrections needed.
5. No cases that are submitted to the DSS and are labeled as Child Pornography will be analyzed or reviewed in a remote teleworking environment. It is understood that sometimes images suspected of being child pornography are encountered in the data analysis of other types of offenses. In circumstances in which

these types of images are encountered, the examiner should stop analyzing this case in a remote environment and continue on this case once back at the DSS.

Multimedia and Image Enhancement Unit

1. The Multimedia and Image Enhancement Unit of the DSS receives evidence in a physical form and digital format. This Unit also responds off-site to assist in the retrieval of video evidence at crime scenes or locations related to a crime scene.
2. Depending on the format of the evidence submitted, some of the analysis work must be conducted completely on-site. This evidence includes tapes submitted in analog format that must be converted. Digital Video Recorders that need video exported are also worked on-site up to the point in which the digital images are imported into the examiner's working folder.
3. If the evidence submitted is digital in nature or has been exported/converted into a digital format, the files are transferred into the examiner's working folder for enhancement. The enhancements and accompanying worksheets may be conducted in a remote telework environment by the analyst remoting into that computer.
4. The analysis will be completed remotely and all worksheets associated with the analysis are completed at the time of analysis. Upon completion of the analysis, the examiner will upload and work products created to the working folder for technical review. The examiner will update Justice Trax and assign the technical review to the other examiner. Review of these documents is done on the standard technical review/ administrative review Quality Records (MMIE Review Checklist QR) and also using the Remote Review Form to address corrections needed.
5. Upon completion of the AR, the final report will be printed out once on-site and the final product created for return to the submitting agency.

Imprint Unit

1. The Imprint Unit of the DSS received evidence in both physical form and also as digital files that may be on disk. In the event that the evidence is in a physical nature, the enhancements and production of test impressions must be done on-site. These test impressions can then be digitized and uploaded to a working folder on the computer for enhancements using Photoshop or for searching in the Solemate database.
2. Comparisons may be conducted using the digitized images and the worksheets are in an electronic format and are updated contemporaneously as the examination is conducted.
3. Once the analysis is completed, the examiner will generate a report through JusticeTrax and assign the technical review to the other examiner.
4. Review of these documents is done on the standard technical review/administrative review Quality Records (QD-IM QR1 Check Sheet) and also using the Remote Review Form to address corrections needed. Upon completion of the AR, the final report will be printed out once on-site and the final product created for return to the submitting agency.

Questioned Documents Unit

1. The Questioned Document Unit of the DSS conducts analysis of documents for handwriting analysis, indented writing and determination of alteration of a document. This Unit also conducts security

testing for the Connecticut Lottery Corporation. Lottery security tests are conducted on lots of tickets prior to release to public consumer purchase. This testing is involved and it conducted on-site.

2. The forensic analysis of documents is divided into stages that can be conducted on-site and then offsite. The initial examination of a document, testing for indented writing, analysis using the Video Spectral Comparator and scanning of the document to digital format are all conducted on-site. Once the document is in a digital format, comparison of handwriting and the corresponding worksheets may be completed in a remote teleworking environment.
3. The completed analysis worksheets, notes and supporting images are saved to a virtual folder that may be accessed by the technical reviewer for review. The report is generated through Justice Trax in the remote telework setting and the assignments for technical and administrative reviews are assigned and tracked through the LIMS system.
4. Review of these documents is done on the standard technical review/administrative review. Quality Records (QD-IM QR1 Check Sheet) and also using the Remote Review Form to address corrections needed. Upon completion of the AR, the final report will be printed out once on-site and the final product created for return to the submitting agency.

Appendix A: Procedures utilized during Telework

Chemical Analysis Section	
CAS-01	Data Archiving
Chemistry	
CH SOP-06	Examination and Extraction of fire debris samples
CH SOP-25	General Scanning Electron Microscopy (SEM)
FLIN SOP-02	Analysis for GSR
QR Instrument-12	SEM/EDS RESULTS
FLIN SOP-09.1	Review Checklist
QR Chem-04	External Reviewer Form
QR Chem-11.1	Case Review Checklist
Controlled Substances	
CS 1	General
CS 1.4	Case Review Worksheet
CS 7	GCMS
CS 8	FTIR
Toxicology	
TX 5	Case Documentation
TX 5.1	Technical and Administrative Checklist
TX 5.2	Technical and Administrative Checklist
TX 5.3	Case Summary
TX 6	Ethanol Conversions
TX 19	General Toxicology
TX 20	Enzyme-Multiplied Immunoassay Technique (EMIT)
TX 21	Volatiles
TX 21A	Liquids for Voilatiles
TX 22	Gamma-Hydroxybutyric Acid (GHB) Analysis
TX 23	Cocaine and Benzoylecgonine
TX 25	Sympathomimetic Amines
TX 26	THC
TX 28	WAN BDS Confirmation
TX 31	Benzodiazepine Quant in Blood LCMSMS

TX 32	Processing of Opioids by LCMSMS
TX 33	Cannabinoids by LCMS
TX 34	ELISA
TX 34.1	ELISA Maintenance Log
TX 35	Drug Screening by LCMS
TX 36	Non-Targeted Quantitation by LCMS
TX 37	Drug Screening and Confirmation by LC/HR-MS
TX QR 101	ELISA Batch Review
TX QR 103	WAN BDS Batch Review
TX QR 104	Volatile HSGC 1 Review
TX QR 105	Batch Review HSGC 2 Review
TX QR 107	Opioid Batch Review
TX QR 109	Benzo Batch Review
TX QR 110	THC Batch Review
TX QR 111	General Batch Review
BA 1 to 11	Breath Alcohol SOP

DNA
SOP 1 general procedure
SOP 6 report/statistic templates and criticals
SOP 21 CT casework review from a vendor lab
SOP 23 case documentation and review
SOP 25 kinship analysis
SOP 29 stutters and controls for legacy STR kits
SOP 32 STRmix
SOP 33 interpretation of STR profiled from legacy protocols
SOP 34 male screen procedure
SOP 39 GF/GFE interpretation
SOP 40 YFP interpretation
SOP 41 stutters and controls for current STR kits

SOP 43 mtDNA Legacy
WI-07 quant trio
WI-34 analysis workflow for Q samples
WI-35 genemarker
WI-36 STRmix with ID/IDP
WI-37 analysis of vendor generated profiles
WI-38 male screen analysis and review
WI-39 genemapper ID-X
Forensic Biology
SOP 5 Case records and reports

Computer Crimes
CC Appendix A - FTK Imager Naming Conventions
CC Appendix A - Requests for Analysis
CC Appendix A - TD1 Forensic Duplicator Naming Conventions
CC SOP-01 - Incoming Evidence
CC SOP-02 - Target Drive Preparation Protocol
CC SOP-08 - Case Initiation Protocol
CC SOP-09 - Laboratory Report Protocol
CC SOP-10 - Case File Records
CC SOP-11 - Supplemental Laboratory Report Protocol
CC SOP-14 - Evidence Search Protocol - Child Pornography
CC SOP-15 - Evidence Search Protocol - Check Fraud and Larceny
CC SOP-16 - Evidence Search Protocol - Counterfeiting
CC SOP-17 - Contraband Evidence
CC SOP-18 - Cell Phone Analysis Protocol
CC SOP-19 - QC Protocol - Forensic Computer
CC SOP-20 - QC Protocol - Software used to Analyze Digital Media
CC SOP-21 - QC Protocol - Write Blocks
CC SOP-23 - Technical Review Protocol

CC SOP-26 - Definitions and Abbreviations
CC SOP-28 - Hardware and Software Maintenance
CC SOP-29 - Evidence Retrieval Storage and Return
CC SOP-30 - QC Protocol - File Viewer Software
CC SOP-31 - Sub-item Labeling Standards
CC SOP-32 - NCMEC Requirements
CC SOP-33 - Attachment Media
CC SOP-34 - Evidence Discrepancies and Suitability Issues
CC SOP-35 - Work Product CD
CC SOP-36 - QC Protocol - Non-Standard Methods - Software
CC SOP-37 - Optical Disk Analysis Protocol
CC SOP-38 - Revised Laboratory Report Protocol
CC SOP-39 - Returning a Completed Case
CC SOP-40 - Non-removable Media Imaging
CC SOP-41 - Preview Protocol
CC SOP-43 - Expedited Phones
CC SOP-44 - Cell Phone Data Extraction
CC SOP-45 Skimmer Type Device Data Extraction
CC SOP-46 Discovery_FOIA Request to Redact Attachment Evidence
CC SOP-47 Evidence Search Protocol-Parole and Probation
CC SOP-48 Chip-off Technique and Examination of Memory Chips
CC SOP-49 Cloud Analyzer-Retrieval and Analysis of Cloud Storage Data
CC SOP-52 iVe Berla In-House Aquisition
CC SOP-53 Cellebrite Premium
Computer Crimes - Appendix A
Firearms
FA SOP-01 Firearm & Toolmark Training
FA SOP-02 General Firearms Safety
FA SOP-04 Chain of Custody & Evidence Handling
FA SOP-05 Recording Results in LIMS
FA SOP-06 Firearm Reports and Case Jackets
FA SOP-07 Abbreviations
FA SOP-08 Test Firing for Operability
FA SOP-10 Primed Cartridge
FA SOP-11 Reducing Powder Loads
FA SOP-13 Measuring Barrel and Overall Length

FA SOP-14 Rusted Firearms
FA SOP-15 Removing Debris
FA SOP-16 Bore & Chamber Casting
FA SOP-17 Bullet Examination
FA SOP-19 Shot and Wadding Examination
FA SOP-20 Casing Shotgun Shell Examination
FA SOP-21 Screening Casings for NIBIN
FA SOP-22 NIBIN
FA SOP-23 Comparisons
FA SOP-24 Verifications
FA SOP-25 Range of Conclusions
FA SOP-26 Serial Number Restoration
FA SOP-32 Weapons Destruction
FA SOP-35 NIBIN QC Check
FA SOP-36 Firearms Reference Collection
FA SOP-37 Validation of methods
FA 2016 FBI GRC Instructions
FA AFTE Glossary 6.120414
FA AFTE Recall List - 2015-05
FA CartWinPro Headstamp Search
Imprints
IM SOP-1 Introduction
IM SOP-10 Test_Impressions
IM SOP-11 Database Searches
IM SOP-12 Examination_Process
IM SOP-13 Examination Reports
IM SOP-15 Procedure for the Validation of a New Method or Technology
IM SOP-2 Equipment
IM SOP-3 Evidence Procedures
IM SOP-4 Photography
IM SOP-5 Lifting
IM SOP-6 Casting Impressions
IM SOP-7 Enhancement - Powders
IM SOP-8 Enhancement - Chemical
IM SOP-9 Enhancement_-_Digital_Processing
Latent Prints

LP SOP-01 Documentation Guidelines
LP SOP-02 Examination Guidelines
LP SOP-04 Approved Chemicals, Reagents, Powders & Guidelines
LP SOP-05 Abbreviation & Symbol Key
LP SOP-06 Report of Findings
LP SOP-07 General Procedures Flow-Chart
LP SOP-08 Glossary
LP SOP-12 Digital Image Management
LP SOP-15 Statutory Requirements & Guidelines
LP SOP-16 Latent Print Examiner Training Program
LP SOP-17 Validation Procedures for Reagents & Chemicals
LP SOP-18 Friction Ridge Skin Comparison Methodology
LP SOP-21 Non-Examination & Return of Evidence
LP SOP-22 Evidence Storage
LP SOP-24 Memo Guidelines
LP SOP-26 Electronic Submission of Friction Ridge Impressions
LP SOP-26.1 - Appendix 1
LP SOP-28 Laser Safety Program
LP SOP-29 Latent Print Unit Laser System
LP SOP-30 AFIS Latent Print Search Terminal Administrator
LP SOP-32 ULD Entry and Candidate Review
LP SOP-33 Software Validation
LP SOP-34 DNA Sample Collection by Latent Print Examiners
LP SOP-35 DNA Profile Request by Offender
LP SOP-36 OCME Post Mortem Examinations
LP SOP-37 Case File Scanning for Discoveries
Multi-Media
MMIE SOP-01 Analysis & Enhance Section Overview
MMIE SOP-02 Image Enhancement Security
MMIE SOP-03 Image Enhancement Quality Assurance & Reporting of Results
MMIE SOP-04 General Evidence Procedure
MMIE SOP-05 Tape-CD-DVD-Duplication
MMIE SOP-06 Evidence Enhancement Overview
MMIE SOP-07 VHS Tapes & Other Analog Media Enhancement
MMIE SOP-08 CD-DVD or Other Digital Media Enhancement

MMIE SOP-09 Analysis & Enhancement of Video from DVRs
MMIE SOP-10 Duplications of audio tapes-CD-digital recordings
MMIE SOP-11 Enhancement of Audio Files or Audio Tapes
MMIE SOP-12 Enhancement of Image Files & Image Media
MMIE SOP-13 Comparative Analysis - Image Comparison
MMIE SOP-14 Image Enhancement Equipment QC & Maintenance
MMIE SOP-15 Quality Records-Control Log
MMIE SOP-16 Crime Scene Assistance - Video Retrieval
MMIE SOP-23 Glossary of Terminology
MMIE SOP-24 Multimedia & Image Enhancement References
MMIE SOP-25 Abbreviations
MMIE SOP-27 Memo Guidelines
MMIE SOP-29 Validation and Performance Checks
MMIE SOP-30 Redactions
MMIE SOP-30.1 Appendix for Redactions
Questioned Documents
QD SOP-1 Introduction and Overview of SOPs
QD SOP-10 Procedure for Indentation Examinations
QD SOP-11 Procedure for Physical Match of Paper Cuts, Tears, and Perforations in Forensic Document Examinations
QD SOP-12 Procedure for Examination of Rubber Stamp Impressions
QD SOP-14 Procedure for Examination of Dry Seal Impressions
QD SOP-15 Procedure for Preservation of Liquid Soaked Documents
QD SOP-17 Procedure for Examination of Fracture Patterns and Paper Fiber Impressions on Single-Strike Film Ribbons and Typed Text
QD SOP-18 Procedure for Non-destructive Examination of Paper
QD SOP-19 Procedure for Examination of Documents Produced with Liquid Ink Jet Technology
QD SOP-20 Procedure for Examination of Documents Produced with Toner Technology
QD SOP-21 Procedure for the Validation of a New Method or Technology
QD SOP-22 Reference Materials
QD SOP-3 Evidence Procedures
QD SOP-4 Scope of Work of Forensic Document Examiners

QD SOP-5 Training for Forensic Document Examiners
QD SOP-6 Terminology Relating to the Examination of Questioned Documents
QD SOP-7 Terminology for Expressing Conclusions of Forensic Document Examiners
QD SOP-8 Procedure for Examination of Handwritten Items
QD SOP-9 Procedure for Examination of Altered Documents