

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To outline the steps taken to report additional findings and conclusions.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Use Supplemental Computer Crimes Report Template (QR-CC-20) when entering additional findings and conclusions based on the analysis of digital evidence.
 - a. The suggested font style set for this report is Times New Roman 12. Exceptions to this would be when information in the report needs to be displayed in its native format for presentation, for example, an internet chat.
 - b. If more than one Supplemental Report has been issued on the case, the Supplemental Report title will be followed by the number indicating the chronological order of the reports issued.
2. Fill in the Supplemental Computer Crimes Report Template (QR-CC-20) fields as outlined below:
 - a. Laboratory Case # - Use the **Laboratory Case #** as represented on the Evidence Receipt. Do not truncate.
 - b. Agency - Use the **Name of Submitting Agency** as represented on the Request For Analysis (SOP-ER-02:1) form. In addition, include the address of the submitting agency in the report header.
 - c. Agency Case # - Use the **Agency Case #** as represented on the Request For Analysis (SOP-ER-02:1) form.
 - d. Request for Analysis - Select from Appendix A - Requests for Analysis.
 - e. Evidence Submitted - List any evidence that was examined in the case. Document the **Submission #** and **Description** of the evidence as it appears on the Evidence Receipt.
 - f. Findings and Conclusions of Examination - Record the findings and conclusions in a bulleted order to reflect the following:
 - i. Address each specific request for analysis directly and concisely;
 - ii. Include submission number(s) where evidentiary findings were recovered.
 - iii. Address any evidence not examined.
 - g. Examiner - The individual assigned to the Request for Analysis.
 - h. Reviewer - The individual assigned to the Technical Review.

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3. Create any attachments that will accompany the report. Cut and paste functions will not be utilized for case specific information during the creation of an electronic reporting format.
4. Upon report completion, affix a supplemental report milestone label to the corner of the case file folder and date and initial the Draft Complete section of the label.
5. Submit the report along with the case file to the section supervisor or designee for technical review assignment.
6. At the completion of the Administrative Review, the final signed report should be scanned and uploaded into Justice Trax.

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