

*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 Laboratory Report Template (QR-CC-59) when entering additional findings and conclusions based on the analysis of digital evidence.
2. Fill in the Laboratory Report Template (QR-CC-59) fields as outlined below:
 - a. Laboratory Case # - Use the **Laboratory Case #** as represented on the Evidence Receipt. Do not truncate.
 - b. Date – The date the form is completed by the examiner. Request for Analysis - Select from Appendix A - Requests for Analysis.
 - c. 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.
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. Copy the contents of QR-CC-59 into the findings within the request under JusticeTrax to complete the draft report.
 - a. Identify this report as a supplemental report by selecting this option and filling in the appropriate information under Additional Data.
5. 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.
6. Submit the report along with the case file to the section supervisor or designee for technical review assignment.

References:

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of Qualtrax are considered uncontrolled.

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1. GL-4 LIMS

RETIRED