

**CC SOP-14 - Evidence Search Protocol - Child
Pornography - EnCase**

Document ID: 1061
Revision: 1
Effective Date: 8/15/2014
Status: Published
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Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken when processing evidence in cases involving child pornography.

B. Responsibility:

CCEEL forensic examiners

Unless otherwise stated by an officer of the court (States Attorney, Prosecutor or Judge), the Supervisor, Deputy Director or Director of the Computer Crimes Section, a maximum of 250 total image and/or videos suspected of being child pornography will be selected for further review and submitted as evidence.

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Open an existing case or create a new case following "CC SOP-8 - Case Initiation Protocol - EnCase".
2. Create a new case record using "QR-CC-7 - Child Pornography Guidelines".
 - a. Fill in the appropriate Start Date, Laboratory Case #, Submission #(s) and Examiner fields.
 - b. Use this as a guide while performing the analysis.
3. Open or create a new case record using "QR-CC-6 - Analysis Notes".
 - a. Fill in, if necessary, the appropriate Start Date, Laboratory Case # and Examiner fields.
 - b. Record information relevant to the analysis as encountered. In addition, document any pertinent discussions with the customer relating to the examination.
4. In addition to using techniques for analysis based upon the examiner's training, knowledge and experience, other protocols can be found outlined and explained in Reference Document: EnCase Computer Forensics II- v6.8pv.
5. Initial the appropriate area alongside the task performed on the Child Pornography Guidelines worksheet after it has been completed or if it had been previously completed.
6. When going through the known file extensions on the Child Pornography Guidelines worksheet, the examiner's initials indicate that an attempt was made to locate and view these files whether files with these extensions existed or not.
7. Initial this form in the upper right corner to indicate completion.
8. If additional requests for analysis were made for the case, or if based upon the examiner's training, knowledge, experience and familiarity with details of the case additional analysis is warranted, follow the appropriate SOPs.

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9. If images/videos need to be reviewed by NCMEC or newly identified victim need to be sent to NCMEC, follow "CC SOP-32 - NCMEC Requirements".
10. Upon completion of the examination, proceed with "CC SOP-9 - Laboratory Report Protocol" to produce a Laboratory report.

E. Documentation:

1. EnCase user manual
2. EnCase training manual

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