

**CC SOP-14 - Evidence Search Protocol - CSAM
Guidelines**

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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:

CCEEU 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 Unit, a maximum of one hundred fifty (150) 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".
2. Create a new case record using "Child Pornography Guidelines (QR-CC-7)".
 - 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 "Analysis Notes (QR-CC-6)" or "Cell Phone Notes (QR-CC-16)".
 - 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 the forensic software reference documents and training documentation pertaining to the forensic software utilized.
5. Initial the appropriate area alongside the task performed in the section(s) on the Child Pornography Guidelines worksheet pertaining to the forensic software utilized, after it has been completed or if it had been previously completed.
6. Initial this form in the upper right corner to indicate completion.
7. 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.
8. If images/videos need to be reviewed by NCMEC or if possible newly identified victim images/videos need to be sent to NCMEC, follow "CC SOP-32 - NCMEC Requirements".

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9. Upon completion of the examination, proceed with “CC SOP-9 - Laboratory Report Protocol” to produce a Laboratory report.

E. References:

1. Guidance Software -EnCase user manual
2. Guidance Software -EnCase training documentation.
3. Magnet Forensics - Axiom - user manual
4. Magnet Forensics - Axiom - training documentation.
5. Griffeye - NetClean Analyze- user manual.
6. Griffeye - NetClean Analyze- training documentation.

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