

A. Purpose:

To outline the steps taken when processing evidence in cases involving child sexual abuse material (CSAM).

B. Responsibility:

CCU forensic examiners

Unless otherwise stated by an officer of the court (States Attorney, Prosecutor or Judge), the Supervisor, Deputy Director or Assistant Director of the Computer Crimes Unit, a maximum of one hundred fifty (150) total image and/or videos suspected of depicting CSAM 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 using supported software”.
2. Create a new case record using “CSAM Guidelines (QR-CC-7)”.
 - a. Use this as a guide while performing the analysis on computers.
3. Create a new case record using “Analysis Notes (QR-CC-6)”.
 - a. Record information relevant to the analysis as encountered.
 - b. In addition, document any pertinent discussions with the customer relating to the examination. These should also be included within the attachments and/or synopsis in LIMS.
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. Check the appropriate area alongside the task performed in the section(s) on the CSAM Guidelines worksheet pertaining to the forensic software utilized, after it has been completed or if it had been previously completed.
6. 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.
7. 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”.
8. Upon completion of the examination, proceed with “CC SOP-9 - Laboratory Report Protocol” to produce a Laboratory report.
9. The report and attachment media should not include the following:
 - a. Any image/video media files or artifact which were not categorized into the ones predefined by the unit’s hash database/Project Vic

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

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Page 2 of 2

- b. Any additional category not based upon any case specific requests

E. References:

1. Training books and notes from applicable software
2. Help file located either online or within the applicable software