

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken to produce an Attachment disc.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Select one of the approved Attachment disc labels and fill in the appropriate information in the corresponding fields.
2. If no labels are available, transcribe the following information onto the disc(s) either before or after the Attachment disc(s) is created:
 - a. Laboratory case #
 - b. Investigating agency
 - c. Agency case #
 - d. Date
 - e. Indicate how many discs comprise the Attachment disc (e.g. Disc 1 of 2).
 - f. Identify the disc(s). For example, write "Attachment Disc" on them.
3. Create a disc(s) containing the information relevant to the case report.
4. After the disc(s) has been created, verify that the disc(s) contains all the information and demonstrate that it is accessible by opening a couple of files on the disc(s).
5. Upon successful completion, initial the disc(s).
6. Create a sub-item barcode label following the steps outlined in JusticeTrax's help file under "Itemizing Evidence" following these criteria:
 - a. Create the sub-item (child) within the first CCEEL submission (parent) in the case. Do not inherit the properties of the parent submission.
 - b. Use the sub-item numbering convention as outlined in SOP GL4 Section 4.a.v.b.i to generate the sub-item number. The sub-item syntax will be as follows: 001-C1, 001-C2, 001-C3, etc.
 - c. Describe the Attachment Disc in the "Description" field.
 - d. If the Attachment disc(s) contain contraband, adhere an evidence/contraband label (CCEEL-50 - Contains Contraband Labels) to the disc sleeve and seal the disc sleeve with evidence tape. Initial the evidence tape.
 - e. Affix the barcode label to the disc sleeve and transfer the sub-item(s) to the appropriate storage location in JusticeTrax.

E. Documentation:

1. JusticeTrax help file

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2. SOP GL4

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