A. Purpose:

To outline the steps taken to produce a Report Attachment on media.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. If the attachment media is an optical disk, select one of the approved Attachment disc label templates and fill in the appropriate information in the corresponding fields.

2. If no labels are available or another type of attachment media is used, transcribe the following information onto the media either before or after the Attachment media is created:

    a. Laboratory case #
    b. Investigating agency
    c. Agency case #
    d. Date
    e. Indicate how many discs or media items comprise the Attachment (e.g. Disc 1 of 2).
    f. Identify the disc(s) or media content. For example, write "Attachment Disc" on them.

3. Create the attachment media containing the information relevant to the case report.

4. After the media has been created, verify that the media contains the attachment information and demonstrate that it is accessible by opening files on the media.

5. Upon successful completion, initial the media.

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 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 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 Media in the "Description" field.

    d. If the Attachment media contains contraband, adhere an evidence/contraband label (CCEEU-50 - Contains Contraband Labels) to the media container and seal the container with evidence tape. Initial the evidence tape.

    e. Affix the barcode label to the media container and transfer the sub-item(s) to the appropriate storage location in JusticeTrax.

E. References:

1. JusticeTrax help file
2. SOP GL4

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services
Documents outside of Qualtrax are considered uncontrolled.