

**A. Purpose:**

To outline the steps taken to produce a Work Product Disc.

**B. Responsibility:**

Forensic Examiners

**C. Definitions/Abbreviations:**

Refer to CC SOP-26 - Definitions and Abbreviations.

**D. Procedure:**

1. Select one of the approved work product 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 work product disc(s) is created:
  - a. Laboratory case #
  - b. Investigating agency
  - c. Agency case #
  - d. Date
  - e. Indicate how many discs comprise the work product (e.g. Disk 1 of 2).
  - f. Identify the disc(s) by writing "Work Product" on them.
3. Create a disc(s) containing the following case related information when it exists:
  - a. Quality Records (e.g. Laboratory Notes, Analysis Notes, etc.)
    - Any completed Quality Record (e.g. Lab Notes, Analysis Notes, Imaging Worksheet, etc.) which has been edited, updated or includes supplementary information will have all pages electronically scanned and included on the Work Product CD in a PDF or similar format.
  - b. Submission photos
  - c. Attachment material
  - d. NCMEC material (images, videos and correspondences)
  - e. Laboratory report
  - f. Encase case file
  - g. Extracted cell phone data
  - h. Cell phone screenshot photos
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. Type "Work Product" in the "Description" field.
  - d. If the work product 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 and the evidence tape on the date the sleeve was sealed.
  - e. Affix the barcode label to the disc sleeve and transfer the sub-item(s) to the appropriate storage location in JusticeTrax.
7. The disc(s) are to be taped inside of the case folder and remain in the case file folder when not being reviewed.

E. Documentation:

1. JusticeTrax help file
2. SOP GL4