

**A. Purpose:**

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

**B. Responsibility:**

Forensic Examiners

**C. Definitions/Abbreviations:**

Refer to CC SOP-26 - Definitions and Abbreviations.

**D. Procedure:**

1. If the archival media is an optical disk, select one of the approved work product disc label templates and fill in the appropriate information in the corresponding fields. Produce a label for the disk.
2. If no labels are available or another type of archival media is used, transcribe the following information onto the media either before or after the work product media is created:
  - a. Laboratory case #
  - b. Investigating agency
  - c. Agency case #
  - d. Date
  - e. Indicate how many discs or media items comprise the work product (e.g. Disk 1 of 2).
  - f. Identify the disc(s) or media content by writing "Work Product" on them.
3. Create the archival media including 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, etc.) which has been edited, updated or includes supplementary information will have all pages electronically scanned and included on the Work Product archival media 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 archival media has been created, verify that the media contains the 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.

*Approved by Director: Dr. Guy Vallaro*

- b. Use the sub-item numbering convention as outlined in SOP GL4 to generate the sub-item number. Type “Work Product” in the “Description” field.
  - c. If the work product media contains contraband, adhere an evidence/contraband label (CCEEU-50 - Contains Contraband Labels) to the media container.
  - d. Affix the barcode label to the media container and transfer the sub-item(s) to the appropriate storage location in JusticeTrax.
7. Secure the media to the inside of the case folder with tape. The work product media will remain in the case file folder when not being reviewed.

E. References:

1. JusticeTrax help file
2. SOP GL4