

A. Purpose:

This SOP outlines the steps to be taken to when a request for extraction of data from cell phones is made by an agency.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. The technique used for the extraction of data from cell phones should be determined by, but not limited to, the examiners training knowledge and experience.
 2. Current acceptable techniques for data extraction and analysis are delineated in CC SOP-18.
 3. If the submitting agency has only requested a data extraction, the service request type should be confirmed as "cell phone – data extraction".
 4. Once the data has been extracted from the device, the data should be transferred onto storage media such as DVD or thumb drive. Included on this storage media will be a reader application for the data and an instruction document or a complete extraction report. A copy of the recovered data will be maintained on the Work Product CD.
 5. If a different method is used to extract data from the cell phone, thoroughly document it in the Cell Phone Worksheet\Notes (QR-CC-16) and all other appropriate records. In addition, bring this method to the Technical Lead and/or the Unit Supervisor's attention for further review.
5. If a passcode locked (simple passcode) Apple device has been submitted for analysis refer to CC SOP-42.

Approved by Director: Dr. Guy Vallaro

6. If a custom passcode or pattern locked device has been submitted for analysis and current methods cannot bypass or determine the code, submit a Cell Phone Passcode Needed Notification Letter (QR-CC-51) to the submitting agency. If the passcode cannot be provided within 5 business days, the evidence should be returned to the agency with a report stating the analysis could not be conducted.

7. No laboratory report will be generated in the event of a data extraction since no analysis is being conducted. The technical reviewer will review the case file for technical content and verify the data disk being provided contains the data, reader and instructions or a complete extraction report.

8. In the event that a cell phone data extraction is requested as an exigent request and evidence receiving personnel are not available, refer to CC SOP-43.

References:

1. CelleBrite UFED Touch user manual or training documentation.
2. Paraben Device Seizure help file or training documentation.
3. Oxygen Forensic Suite user manual or training documentation.