

CC SOP-01 - Incoming Evidence

Approved by Director: Dr. Guy Vallaro

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A. Purpose:

To purpose of this procedure is to outline the steps taken to securely procure evidence being submitted to the Computer Crime and Electronic Evidence Laboratory through the Evidence Receiving Section of the DSS.

B. Responsibility:

Section supervisor or designee

C. Definitions/Abbreviations:

Refer to SOP-CC-26 - Definitions and Abbreviations.

D. Procedure:

1. Upon notification of evidence being submitted to the Computer Crime and Electronic Evidence Laboratory through the Evidence Receiving Section of the DSS, the section supervisor or designee are, at their earliest convenience, to take custody of the evidence submission(s).
2. Update the chain of custody in the JusticeTrax system to reflect the individual receiving the evidence submission(s) from Evidence Receiving. In the event that the JusticeTrax system is down, maintain the chain of custody following the protocol established by the Evidence Receiving section.
3. Transport the evidence submission(s) along with the supporting documentation* to a designated secure location and create a new case file as described below in step 7.

*Supporting documentation may include, but is not limited to:

1. Request for Examination of Physical Evidence form (DPS-997-C)
 2. Laboratory Evidence Receipt
 3. Joyce Warrant or Consent
 4. Incoming Evidence Checklist
4. Review of the submitted evidence and the supporting documentation to account for all of the submitted evidence.
 - a. Ensure that the Laboratory barcode labels on all of the submitted evidence match with the Request for Examination of Physical Evidence form (DPS-997-C) and the Laboratory Evidence Receipt. Bring any discrepancies to the appropriate individual(s) and resolve prior to case assignment. When it has been determined that no discrepancies exist, check the box at the bottom of the Incoming Evidence Checklist and initial.
 5. Review of the Incoming Evidence Checklist to ensure that it has been filled out properly and all questions have been answered. Bring any discrepancies to the appropriate individual(s) and resolve prior to case assignment. When it has been determined that no discrepancies exist, check the box at the bottom of that form and initial.
 6. Transcribe the Laboratory case number on all documentation.
 7. Create a file folder and a hanging folder for the supporting documentation.

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- a. Place all the supporting documentation into the file folder (labeled with Laboratory case number) and place the file folder in the hanging folder that has also been labeled with the same Laboratory case number.
 8. Maintain the completed case file for case assignment.
 9. Transfer the evidence submission(s) to a dedicated evidence storage area and update the chain of custody in the JusticeTrax system.
 10. Complete case assignment through the JusticeTrax system.
 11. Complete the appropriate milestone on the milestone sticker located on the outside cover of the case folder.
- E. Documentation:
1. JusticeTrax help file

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