

*Approved by Director: Dr. Guy Vallaro***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 Unit through the Evidence Receiving Section of the DSS.

B. Responsibility:

Section supervisor or designee; assigned case examiner.

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 Unit 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 5.

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

1. Request for Examination of Physical Evidence form (SOP-ER-02:1)
 2. Laboratory Evidence Receipt
 3. Joyce Warrant or Consent
 4. Incoming Evidence Checklist
4. Ensure that the Laboratory case number designator has been transcribed on all documentation.
 5. Create a file folder and a hanging folder for the supporting documentation.
 - a. Place all the supporting documentation into the file folder and affix the case generated barcode label (Laboratory case number) to the folder tab and place the file folder in the hanging folder.
 6. Maintain the completed case file for case assignment.
 7. Transfer the evidence submission(s) to a dedicated evidence storage area and update the chain of custody in the JusticeTrax system.
 8. Complete case assignment through the JusticeTrax system.
 9. Complete the appropriate milestone on the milestone sticker located on the outside cover of the case folder.
 10. Following case assignment, the assigned examiner will review the submitted evidence and the supporting documentation to account for all of the submitted evidence.

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- a. The assigned examiner will ensure that the Laboratory barcode labels on all of the submitted evidence match with the Request for Examination of Physical Evidence form (SOP-ER-02:1) and the Laboratory Evidence Receipt. Any discrepancies will be resolved with the appropriate individual(s) prior to beginning the case examination. When it has been determined that no discrepancies exist, the examiner will check the box at the bottom of the Incoming Evidence Checklist and initial.
11. The assigned examiner will review the Incoming Evidence Checklist to ensure that it has been filled out properly and all questions have been answered by the submitting agency representative. Any discrepancies will be resolved with the appropriate individual(s) prior to beginning the case examination. When it has been determined that no discrepancies exist, the examiner will check the box at the bottom of that form and initial.
12. If additional documents (e.g. Search Warrants or Incoming Evidence Checklist) are provided at a later date, a copy of this documentation will be provided to Evidence Receiving for the main case file.

E. References:

1. JusticeTrax help file