

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 LIMS system to reflect the individual receiving the evidence submission(s) from Evidence Receiving. In the event that the LIMS is down, maintain the chain of custody following the protocol established by the Evidence Receiving section.
3. Transport the evidence submission(s) to a designated secure storage location.
4. Transfer the evidence submission(s) to the designated evidence storage location in LIMS.

For all mobile devices (cellphones, tablets), it is up to the person transporting the evidence to verify the power status and connectivity of the device. Ensure the phone is not connecting to the network if powered on, and remove it if necessary. All actions performed with the evidence will be noted in the synopsis within LIMS for the case.
5. Ensure that the Laboratory case number designator has been transcribed on all documentation.
6. Create a file folder and a hanging folder for the case.
7. Maintain the completed case file for case assignment.
8. Complete case assignment through the LIMS 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 in LIMS to account for all of the submitted evidence.
 - 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.
 - b. 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 electronically review the case documents in LIMS and update as being batch reviewed.
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

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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. LIMS help file