

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To show the steps taken to remove the hard drive(s) from laptop computers that are submitted to the CCEEL for analysis while maintaining the integrity of the evidence.

B. Responsibility:

CCEEL forensic examiners.

C. Definitions:

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

D. Procedure:

1. Retrieve the evidence and update the chain of custody.
2. Prepare Imaging Worksheet (QR-CC-3) for the submitted laptop by filling in the Laboratory Case #, Submission #, Start Date and Examiner fields.
3. Prepare Laboratory Notes (QR-CC-5) for the submitted laptop by filling in the Laboratory Case #, Submission #, Start Date and Examiner fields.
4. Initial submission barcode label.
5. Use the Laboratory Notes as a narrative to describe actions and observations made during the entire imaging process.
6. Record information on the Imaging Worksheet as it is collected during the course of processing.
7. If submission is packaged, photograph, with a unique identifier present, the unopened package focusing on:
 - a. Evidence labels and any other identifying markers
 - b. Notable marks or damage
8. Remove the packaging.
9. Photograph, with a unique identifier present, the exterior of the laptop focusing on:
 - a. Top and front face
 - b. Rear and all connectors
 - c. Serial numbers, evidence labels and any other identifying markers
 - d. Notable marks or damage
10. Record relevant information about the laptop in the appropriate fields on the Imaging Worksheet.
11. If possible, remove the battery from the laptop to prevent any accidental power up.
12. If possible, put the Laboratory Case Number, Submission Number and your initials inside the battery compartment. If not, locate a suitable place on the laptop exterior and record this information in your notes.
13. Remove the hard drive(s) and photograph, with a unique identifier present, the hard drive(s) focusing on:

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- a. Top of hard drive
 - b. Jumper settings
14. Make, model, serial number, LBA and any other identifying marker. Note your access to the hard drive(s) with the following information transcribed on the hard drive(s):
- a. Laboratory Case Number
 - b. Sub-item number following the naming convention below:
Evidence Submission Number_Hard Drive Number
For example: S1_HD1.....S1_HD2.....
 - c. Your initials
15. Record relevant information about the hard drive(s) in the appropriate fields on the Imaging Worksheet.
16. Examine the computer's peripheral devices for any additional digital media. If additional digital media exists:
- a. Record where the media was located in the Laboratory Notes
 - b. Photograph the digital media with unique identifier present
 - c. Transcribe the following information onto the digital media:
 - i. Laboratory Case Number
 - ii. Sub-item number as outlined in SOP-CC-31 - Sub-item Labeling Standards.
 - iii. Your initials
 - d. Proceed at some point to SOP-CC-6 - Removable Media Imaging Protocol
17. Process the BIOS as follows:
- a. With hard drives removed turn the computer on.
 - b. Break into the setup screens by entering the appropriate keystrokes
 - c. Record the appropriate BIOS information on the Imaging Worksheet
 - d. In certain instances it may not be possible to gain access to the BIOS settings. In these cases, document any attempts made and make note in the Laboratory Notes that attempts to access the BIOS were unsuccessful.
18. Proceed to SOP-CC-5 – Hard Drive Imaging Protocol and return here upon completion.
19. Complete Laboratory Notes and Imaging worksheets.
20. Reassemble the computer leaving the battery uninstalled, if possible.
21. Repackage the computer if necessary.
22. If additional digital media was found, appropriately package it and adhere it to the computer or place it within the computer's packaging.
23. Update the chain of custody in JusticeTrax and return the laptop to the evidence area.