A. Purpose:

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

B. Responsibility:

CCEEU 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 Laboratory Notes (QR-CC-5) for the submitted laptop by filling in the Laboratory Case #, Submission #, Start Date and Examiner fields.
3. Initial submission barcode label.
4. Use the Laboratory Notes (QR-CC-5) to record computer information, hard drive(s) information and as a narrative to describe actions and observations made during processing.
5. 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
6. Remove the packaging.
7. 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
8. Record relevant information about the computer to include Make, Model and serial# and any observations in the Laboratory Notes (QR-CC-5).
9. If possible, remove the battery from the laptop to prevent any accidental power up.
10. 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.
11. Remove the hard drive(s) and photograph, with a unique identifier present, the hard drive(s) focusing on:
    a. Top of hard drive
    b. Jumper settings
    c. Make, model, serial number, LBA and any other identifying marker.

12. 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 guidance provided in GL-4 "LIMS" by including the hard drive number in the description name.
    c. Your initials
13. Record relevant information about the hard drive(s) in the Laboratory Notes(QR-CC-5). This should include the assigned sub-item#, Make, Model, serial#, interface type, manufacture's total sectors and capacity.
14. Examine the computer's peripheral devices for any additional digital media. If additional digital media exists:
    a. Record relevant information about the media in the Laboratory Notes(QR-CC-5). This should include the assigned sub-item#, Make, Model, serial#, type, manufacture's total sectors and capacity. Also record where the media was located.
    b. Record where the media was located in the Laboratory Notes(QR-CC-5).
    c. Photograph the digital media with unique identifier present
    d. 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
    e. Refer to SOP-CC-6 - Removable Media Imaging Protocol for processing details.
15. 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 to include actual date and time; CMOS date and time and boot sequence in the Laboratory Notes(QR-CC-5).
    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(QR-CC-5) that attempts to access the BIOS were unsuccessful.
16. Refer to SOP-CC-5 – Hard Drive Imaging Protocol for imaging details.
17. Complete Laboratory Notes(QR-CC-5).
18. Reassemble the computer leaving the battery uninstalled, if possible.
19. Repackage the computer if necessary.
20. If additional digital media was found, appropriately package it and adhere it to the computer or place it within the computer's packaging.
21. Update the chain of custody in LIMS and return the laptop to the evidence area.