

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken to report findings and conclusions.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Use QR-CC-10 - Laboratory Report Template when entering finding and conclusions based on the analysis of digital evidence.
 - a. The font style set for this report is Times New Roman 12. Exceptions to this would be when information in the report needs to be displayed in its native format for presentation, for example, an internet chat.
2. Fill in the QR-CC-10 - Laboratory Report Template fields as outlined below:
 - a. Laboratory Case # - Use the **Laboratory Case #** as represented on the Evidence Receipt. Do not truncate.
 - b. Agency - Use the **Name of Submitting Agency** as represented on the Request For Examination Of Physical Evidence (DPS-997-C) form. In addition, include the address of the submitting agency in the report header.
 - c. Agency Case # - Use the **Agency Case #** as represented on the Request For Examination Of Physical Evidence (DPS-997-C) form.
 - d. Request for Analysis - Select from Appendix A - Requests for Analysis.
 - e. Evidence Submitted - List any evidence that was examined in the case. Document the **Submission #** and **Description** of the evidence as it appears on the Evidence Receipt.
 - f. Findings and Conclusions of Examination - Record the findings and conclusions in a numbered order to reflect the following:
 - i. Address each specific request for analysis accurately, clearly, unambiguously and objectively;
 - ii. Include submission number(s) where evidentiary findings were recovered.
 - g. Examiner - The individual assigned to the Request for Analysis.
 - h. Reviewer - The individual assigned to the Technical Review.
3. Create any attachments that will accompany the report.

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4. Upon report completion, update the JusticeTrax system to reflect that the request now is at the milestone of “Draft Complete”. Refer to the JusticeTrax user manual for directions on this process.
5. Submit the report along with the case file to the section supervisor or designee for technical review assignment.

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