

A. Purpose:

To outline the steps taken to report findings and conclusions. This document provides guidance for generating a report in Justice Trax LimPlus 3.8.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. Use Computer Crimes Report Template (QR-CC-59) when entering finding and conclusions based on the analysis of digital evidence.
 - a. The suggested font style set for this report is Times New Roman 12.
2. Fill in the Computer Crimes Report (QR-CC-59) Template fields as outlined below:
 - a. Laboratory Case # - Use the **Laboratory Case #** as represented on the Evidence Receipt. Do not truncate. In the area of "Draft Report Date" the date that this form is being completed will be listed, which will be the same date as the Draft Complete milestone in LimsPlus.
 - b. In the QR-CC-59 template, the examiner will record the request type that was conducted for this analysis along with the findings/conclusions in the Results of the Examination area. For "Request for Analysis" - Select from Appendix A - Requests for Analysis.
 - c. 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. In the case of a proficiency test, the examiner should answer each question posed by the proficiency provider on the report. The examiner should use CC Appendix A as guidance, but may adjust as necessary per the request.
 - ii. Include submission number(s) where evidentiary findings were recovered.
 - iii. Address each item of evidence listed and analysis conducted along with results. Indicate if no analysis was conducted on an item (may include reason for no analysis).
3. Create any attachments that will accompany the report. When creating the draft report in QR-CC-59, the analyst should be using a new report template with the specific language being used for the case being reported. The analyst may use the standardized wording located in CC-SOP-09 Appendix – Standardized Report Writing.
4. Upon completion of this draft report template, this worksheet should be printed and placed into the case jacket. The contents of the Results of Examination section on QR-CC-59 should be copied and pasted into the Results of Examination area when completing the Edit Findings

milestone in Justice Trax LimsPlus. This information will auto populate into the Draft and Final reports generated.

5. Upon completion of pasting the information into the Results of Examination, the examiner will update the milestone to “Draft Complete” and print out a Draft Report.
6. Submit the report along with the case file to the section supervisor or designee for technical review assignment.
 - a. If corrections are made during the technical review process, the reviewer will hand write any small corrections or suggestions on the template itself. Anything major will be added to the proper technical review guideline form on the last page.
 - b. If a correction is to be made, the examiner will update the form on the work product, and the process repeated (steps 4-6) as necessary.
 - c. Upon completion of the technical review and administrative review, the report will electronically signed and dated.
7. The administrative reviewer will be responsible for printing the final copy of the report to include in the case jacket before returning to the examiner.