

**A. Purpose:**

To outline the steps taken to report findings and conclusions. This document provides guidance for generating a report in LIMS Plus.

**B. Responsibility:**

Forensic Examiners

**C. Definitions/Abbreviations:**

Refer to CC SOP-26 - Definitions and Abbreviations

**D. Procedure****1. Written Report:**

- a. Use Computer Crimes Report Template (QR-CC-59) when entering findings and conclusions based on the analysis of the digital evidence.
  - i. The suggested font style set for this report is Times New Roman 12.
- b. Fill in the fields as outlined below:
  - i. 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 Lims Plus.
  - ii. 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.
  - iii. Findings and Conclusions of Examination - Record the findings and conclusions in a numbered order to reflect the following:
    1. Address each specific request for analysis accurately, clearly, unambiguously, and objectively. The examiner should use CC Appendix – Requests for Analysis as guidance, but may adjust as necessary.
  - iv. Include submission number(s) where evidentiary findings were recovered.
  - v. 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).
  - vi. If applicable, refer to Attachment reports, including the format of the report.
- c. 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 if relevant.

- d. Refer to GL-4 LIMS for further details about uploading into LIMS and generating barcodes.

- i. Note LIMS Plus is installed on a separate system than the forensic analysis. The contents of QR-CC-59 shall be copy/pasted into LIMS Plus.

2. Attachment Media:

- a. If necessary for the case, an attachment media shall be created with reports generated from the evidence.
  - i. Use any available media which fits the reports best, including but not limited to optical disks and thumb drives. If the attachment(s) are larger than available media, the examiner must ask the agency to provide media for this.
- b. A standard HTML format may be utilized by the examiner, with links pointing towards the smaller attachments.
  - i. In this case, use the standard guidance form relevant to the report(s) present. These can be found as Quality Records.
  - ii. Cut and paste functions will not be utilized for case specific information.
- c. On any media present, make sure the following is transcribed either on the media itself, or on an attached tag:
  - i. Laboratory case #
  - ii. Investigating agency
  - iii. Agency case #
  - iv. Date
  - v. Indication of how many media items are present (example Disc 1 of 1)
  - vi. Indication of contents (example, Attachment One, Two, etc.)
- d. Once the media is successfully generated, verify that the reports open and all links function properly. Initial the media once completed.
- e. Refer to GL-4 LIMS for further details about uploading into LIMS and generating barcodes.
  - i. This item should be placed under the first submission related to the request, without inheriting the properties.
- f. Refer to SOP-CC-17 Contraband Evidence if necessary.

E. References:

- 1. LIMS Plus help file
- 2. GL 4 – LIMS
- 3. SOP-CC-17 Contraband Evidence