

**CC SOP-15 - Evidence Search Protocol - Check Fraud and
Larceny - EnCase**

Document ID: 1062

Revision: 1

Effective Date: 8/15/2014

Status: Published

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Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken when processing evidence in cases involving check fraud and/or larceny.

B. Responsibility:

CCEEL forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Open an existing case or create a new case following “CC SOP-8 - Case Initiation Protocol - EnCase”.
2. Create a new case record using “QR-CC-8 - Check Fraud and Larceny Guidelines”.
 - a. Fill in the appropriate Start Date, Laboratory Case #, Submission #(s) and Examiner fields.
 - b. Use this as a guide while performing the analysis.
3. Open or create a new case record using “QR-CC-6 - Analysis Notes”.
 - a. Fill in, if necessary, the appropriate Start Date, Laboratory Case # and Examiner fields.
 - b. Record information relevant to the analysis as encountered. In addition, document any pertinent discussions with the customer relating to the examination.
4. In addition to using techniques for analysis based upon the examiner’s training, knowledge and experience, other protocols can be found outlined and explained in Reference Document: EnCase Computer Forensics II- v6.8pv.
5. Initial the appropriate area alongside the task performed on the Counterfeiting Guidelines worksheet after it has been completed or if it had been previously completed.
6. When going through the known file extensions on the Counterfeiting Guidelines worksheet, the examiner’s initials indicate that an attempt was made to locate and view these files whether files with these extensions existed or not.
7. Initial this form in the upper right corner to indicate completion.
8. If additional requests for analysis were made for the case, or if based upon the examiner’s training, knowledge, experience and familiarity with details of the case additional analysis is warranted, follow the appropriate SOPs.
9. Upon completion of the examination, proceed with “CC SOP-9 - Laboratory Report Protocol” to produce a Laboratory report.

E. Documentation:

1. EnCase user manual
2. EnCase training manual