

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To outline the steps taken when processing evidence in cases involving counterfeiting.

B. Responsibility:

CCEEU 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”.
2. Create a new case record using “Counterfeiting Guidelines (QR-CC-9)”.
 - 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 “Analysis Notes (QR-CC-6)”.
 - 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 the forensic software reference documents and training documentation pertaining to the forensic software utilized.
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. Initial this form in the upper right corner to indicate completion.
7. 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.
8. Upon completion of the examination, proceed with “CC SOP-9 - Laboratory Report Protocol” to produce a Laboratory report.

E. References:

1. Guidance Software -EnCase user manual
2. Guidance Software -EnCase training documentation.
3. Access Data - Forensic Toolkit user manual
4. Access Data - Forensic Toolkit training documentation.
5. Magnet Forensics - Internet Evidence Finder - user manual
6. Magnet Forensics Internet Evidence Finder - training documentation.