

A. Purpose:

When contraband evidence (i.e. child pornography) is encountered while examining evidence submitted to the laboratory, a sub-item needs to be created in LIMS in order to track the chain of custody of such evidence and to ensure its integrity. The following outlines the steps taken to securely maintain contraband evidence that is either submitted to the laboratory or located on evidence during the examination process.

B. Responsibility:

Section supervisor and forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Select an approved contraband disc label and fill in the appropriate information in the corresponding fields.
2. If no labels are available, transcribe the following information onto the disc(s) either before or after the work product disc(s) is created:
 - a. Laboratory case #
 - b. Investigating agency
 - c. Agency case #
 - d. Date
 - e. Indicate how many disc(s) comprise the final product (e.g. Disk 1 of 2).
 - f. Identify the disc(s) by describing the contents (e.g. Attachment One).
3. Burn a disc(s) containing the contraband material.
4. After the disc(s) has been created, verify that the disc(s) contains all the information and demonstrate that it is accessible by opening a couple of files on the disc(s).
5. Upon successful completion, initial the disc(s).
6. Create a sub-item barcode label following the steps outlined in JusticeTrax's help file under "Itemizing Evidence" following these criteria:
 - a. Create the sub-item (child) within the first CCEEL submission (parent) in the case. Do not inherit the properties of the parent submission.
 - b. Use the sub-item numbering convention as outlined in SOP GL4 Section 4.a.v.b.i to generate the sub-item number. The sub-item syntax will be as follows: 001-C1, 001-C2, 001-C3, etc.
 - c. Describe the contents in the "Description" field.
 - d. Create a new sub-item for each additional disc.
 - e. Affix the barcode label to the disc sleeve.
 - f. Affix an evidence/contraband label (CCEEL-50 - Contains Contraband Labels) to the disc sleeve.

CC SOP-17 - Contraband Evidence

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g. Seal the disc sleeve with evidence tape. Initial and date the evidence tape.

7. Continue tracking the chain of custody in LIMS and maintaining secure storage locations while the sub-item is in the laboratory.

E. Documentation:

1. JusticeTrax help file

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