

**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. Transcribe the following information onto the disc(s) or removable media either before or after the data is copied:
  - 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).
2. Burn a disc(s) containing the contraband data or copy the contraband data to the removable media.
3. After the disc(s) has been created, verify that the disc(s) or removable media contains the data and demonstrate that it is accessible by opening a couple of files.
4. Upon successful completion, initial the disc(s) or removable media.
5. 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 CCEEU 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 to generate the sub-item number.
  - c. Describe the contents in the "Description" field.
  - d. Create a new sub-item for each additional disc or removable media drive.
  - e. Affix the barcode label to the disc sleeve or to the removable media packaging.
  - f. Affix an evidence/contraband label (CCEEL-50 - Contains Contraband Labels) to the disc sleeve or removable media packaging.
  - g. Seal the disc sleeve or the manila envelope containing the removable media with evidence tape. Initial and date the evidence tape.

*Approved by Director: Dr. Guy Vallaro*

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

E. References:

1. JusticeTrax help file

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