A. Purpose:

To outline the steps taken to ensure that a forensic computer being used to examine and store digital evidence is secure and working properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. Turn on the forensic computer and verify that the POST / boot sequence executes properly.

2. Ensure that the forensic computer requires a logon password for access.

3. Check to see that the computer is not connected to the internet unless all case related material is removed from the computer prior to connecting.

4. Ensure that the anti-virus software if current.

5. In the event that one or more of the steps in this protocol fail, resolve the issue before proceeding with any examinations using this computer.

6. Troubleshooting procedures include, but are not limited to the following:

   a. Training, knowledge and experience.

   b. Technical references.

   c. Consulting with co-workers and technical support.

7. If the issue cannot be resolved, the computer cannot be used for digital evidence analysis and a "Out of Service" sticker should be placed on the computer.

8. Document results on QR-CC-25 - QC Check Sheet - Forensic Computer.

9. Any maintenance performed is to be recorded in individual examiner's maintenance log book.

10. This quality control check should be performed prior to starting a new case and prior to being used after a repair.

11. Retain the QR-CC-25 - QC Check Sheet - Forensic Computer record in a binder or other appropriate means.

E. Documentation:

1. Technical references