

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps taken to ensure that an software used to analyze digital media is functioning properly.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. When a file needs to be examined, the examiner may use any viewer software which may be available to him/her that is capable of viewing the contents of that file.
2. If a second software package is available, this software should also be used to examine the file for its' contents.
3. If both software packages display the same information to the examiner and it is reproducible, the viewer software considered validated.
4. The name and version number of the software used should be noted in the examiners Analysis Notes.