

A. Purpose:

1. To outline the steps taken to submit images/videos to be reviewed for identified children by NCMEC.
2. To outline the steps taken to submit newly identified victim(s) to NCMEC.

B. Responsibility:

CCEEL forensic examiners.

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Burn a CD containing the images/videos to be sent to NCMEC.
2. Label the CD with the appropriate NCMEC CD label that has been filled in with the proper identifying information.
3. Verify the information on the CD and initial the "Verified:" area of the label to indicate the appropriate information is on the CD.
4. Depending on the request(s), fill out the appropriate NCMEC paperwork that will accompany the CD. This will be either or both: "*QR-CC-18 - NCMEC Images to be Reviewed for Identification Submission Letter*" or "*QR-CC-19 - NCMEC Newly Identified Victim(s) Submission Letter*".
5. Place the CD, as well as, the above paperwork in a CD mailer or other suitable container.
6. Create two (2) sub-item barcode labels following the steps outlined in JusticeTrax's help file under "Itemizing Evidence". Place one of these labels on the CD container. The other will go on the FedEx shipping envelope. Follow these criteria:
  - a. Create the sub-item (child) within the first CCEEL submission (parent) in the case.
  - b. Use the default sub-item number generated by JusticeTrax.
  - c. Give a general description of the sub-item in the "Description" field (e.g. CD containing images/videos for NCMEC). Do not reference child pornography in the description.
7. Obtain a FedEx shipping envelope and shipping label and follow the steps outlined below:
  - a. Place the second sub-item barcode label on the front lower center area of the shipping envelope.
  - b. Fill out the required information on the FedEx shipping label.
  - c. Record the Laboratory Case Number at the bottom of the FedEx shipping label under the City/State/Zip section of the recipient's address.
  - d. Place the CD/paperwork package in the FedEx shipping envelope and seal the envelope.
8. Transport the FedEx shipping envelope and shipping label to Evidence Receiving and update the chain of custody.

E. Documentation:

---

**State of Connecticut Department of Emergency Services and Public Protection**  
**Division of Scientific Services**

*Documents outside of Qualtrax are considered uncontrolled.*

1. JusticeTrax help file

ARCHIVED