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:

   CCEEU forensic examiners.

C. Definitions/Abbreviations:

   Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

One of the two methods below can be used to submit images and videos to NCMEC for review:

   1. Electronic Submission to NCMEC:

     a. Follow the instructions outlined in the current NCMEC policy document for submitting images/videos electronically for review by the Child Victim Identification Program (CVIP). The current NCMEC policy document will be saved on the shared server located in the ISO folder share directory.

     b. Create a sub-item (child) within the first CCEEU submission (parent) in the case for the electronic submission.

     c. Use the sub-item numbering convention as outlined in SOP GL4 to generate the sub-item number.

     d. Give a general description of the sub-item in the "Description" field (i.e. - electronic submission file(s) containing images/videos for NCMEC). Do not reference child pornography in the description.

     e. Transfer the sub-item to the virtual storage location – Electronic Submission to NCMEC upon uploading to NCMEC. Note this storage location is virtual and does not contain physical items, its purpose is to track the date at which the file(s) were uploaded to NCMEC.

     f. Generate a request in JusticeTrax (LIMS) for NCMEC CRIS –Electronic Submission. Leave the request unassigned. Associate the NCMEC sub-item to the request.

   2. Mail Transport to NCMEC:

     a. Burn an optical disk (CD/DVD) containing the images/videos to be sent to NCMEC or copy files to an alternate type of media if a greater capacity is required- i.e. Thumb drive, hard drive.

     b. Label the optical disk or alternate storage media with the appropriate NCMEC CD label template that has been filled in with the proper identifying information or manually record the proper identifying information on the alternate storage media to include Investigating Agency, Agency Case#, Laboratory Case#, Date and Content description.

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    c.  Verify the information on the optical disk or alternate storage media and initial the "Verified:" area of the label to indicate the appropriate information is on the media.

    d.  Depending on the request(s), fill out the appropriate NCMEC paperwork that will accompany the optical disk or alternate storage media. This will be either one or both: *"USPIS Template Letter-CRIS Reviews"* and/or *"USPIS Template - Letter Identified Victim Submission"*. These template letters are located in the ISO folder share directory.

    e.  Place the optical disk or alternate media, as well as, the above paperwork in a CD mailer or other suitable container.

    f.  Create a sub-item barcode label following the steps outlined in JusticeTrax's help file under "Itemizing Evidence". Affix the label on the optical disk container or media container. Follow these criteria to generate the sub-item:

        1.  Create the sub-item (child) within the first CCEEU submission (parent) in the case.

        2.  Use the sub-item numbering convention as outlined in SOP GL4 to generate the sub-item number.

        3.  Give a general description of the sub-item in the "Description" field (i.e. – optical disk/alternate media - external hard drive containing images/videos for NCMEC). Do not reference child pornography in the description.

        4.  Seal the CD mailer or container securely with evidence tape.

    g.  Obtain a shipping envelope / container, a USPS Certified Mail Receipt and a Return Receipt and follow the steps outlined below:

        1.  Fill out the required information on the postal shipping receipts and apply them to the shipping envelope/container.

        2.  Record the Laboratory Case Number at the bottom of the postal Return Receipt.

        3.  Transfer the barcoded optical disk container or media container to Evidence Receiving for mail transport to complete the chain of custody update.

        4.  Place the optical disk/paperwork package in a shipping envelope and seal the envelope.

    h.  Generate a request in JusticeTrax (LIMS) for NCMEC CRIS. Leave the request unassigned. Associate the NCMEC media sub-item to the request. Submit the optical disk or media to the Unit Supervisor for mail transport

  3.  Upon receiving a NCMEC CRIS report via email, send a copy to the Unit Supervisor. The number of images and videos that are indicated as known victims and those that were not identified will be tracked by the associated case number in a spreadsheet located on the shared drive. The hash values for the images and videos of known victims as well as the unidentified images will also be saved in text files to be uploaded and included in the appropriate laboratory hash database categories.

E.  References:

    1.  NCMEC-Submitting Images Electronically for Review by NCMEC'S Child Victim Identification Program (CVIP)

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2. NCMEC-CVIP General Submissions Forms pdf
3. JusticeTrax help file

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