

**CC SOP-34 - Evidence Discrepancies and Suitability  
Issues**

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**A. Purpose:**

To outline the steps taken to address evidence discrepancies and suitability issues.

**B. Responsibility:**

Forensic examiners

**C. Definitions/Abbreviations:**

Refer to CC SOP-26 - Definitions and Abbreviations.

**D. Procedure:**

1. Examples of evidence discrepancies and suitability issues include, but are not limited to the following:
  - a. When comparing the contents of a submission to the SOP-ER-02:1 (Request for Examination of Physical Evidence) record any inaccuracies found. Examples of this would be that the evidence description is wrong or the number of items in the submission is inaccurate. These types of evidence discrepancies or errors will be documented in the associated Laboratory Notes (QR-CC-5). Case Management also needs to be notified by email of the discrepancies or errors so that the main case file in Evidence Receiving can be updated or corrected.
  - b. When processing a submission and it is determined that the submission is unsuitable for testing. An example of this would be a hard drive that you determine does not work. This type of processing problem will be recorded in the associated Laboratory Notes (QR-CC-5) (Refer to CC-SOP-5).
  - c. When processing a submission and it is determined that the proper equipment (hardware and/or software) necessary for the analysis is not available. This type of analysis problem will be recorded in the Laboratory Notes (QR-CC-5) and/or Analysis Notes (QR-CC-6). The Laboratory Report (QR-CC-10) will also include a statement that the submission item could not be processed and/or analyzed due to the unavailability of compatible hardware or software.
2. When these types of criteria exist, the submitting agency should be notified and alternative options should be discussed and documented. If an alternative method is agreed upon and it deviates from a standard method refer to CC-SOP-10, "Case File Records" and GL-20.