A. Purpose:

To outline the steps taken to reissue a report to replace a previously released report.

B. Responsibility:

Forensic Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. Use the Revised Laboratory Report Template (QR-CC-21) when there have been identified revisions required to a released Computer Crimes Report (Refer to GL-9 Quality Action Requests).

    a. The suggested font style set for this report is Times New Roman 12. Exceptions to this would be when information in the report needs to be displayed in its native format for presentation, for example, an internet chat.

2. Fill in the Revised Laboratory Report Template (QR-CC-21) fields as outlined below:

    a. Laboratory Case # - Use the *Laboratory Case #* as represented on the Evidence Receipt. Do not truncate.

    b. Date of Report - This date reflects the date the report is submitted for Technical Review. The date format is: mm-dd-yyyy.

    c. Agency - Use the *Name of Submitting Agency* as represented on the Request for Analysis form. In addition, include the address of the submitting agency in the report header.

    d. Agency Case # - Use the *Agency Case #* as represented on the Request For Analysis form.

    e. Request for Analysis - Select from Appendix A - Requests for Analysis.

    f. Evidence Submitted - List any evidence that was examined in the case. Document the *Submission #* and *Description* of the evidence as it appears on the Evidence Receipt.

    g. Findings and Conclusions of Examination - Record the findings and conclusions in a bulleted order to reflect the following:

        i. Address each specific request for analysis accurately, clearly, unambiguously and objectively;

        ii. Include submission number(s) where evidentiary findings were recovered;

        iii. Reference the report that this report replaces.

    h. Examiner - The individual assigned to the Request for Analysis.

    i. Reviewer - The individual assigned to the Technical Review.

3. Create any attachments that will accompany the report. Cut and paste functions will not be utilized for case specific information during the creation of an electronic reporting format.

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4. Upon report completion, affix a revised report milestone label to the upper left corner of the case file folder and date and initial the Draft Complete section of the label.

5. Submit the report along with the case file to the section supervisor or designee for technical review assignment.

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