

Approved by Director: Dr. Guy Vallaro

A. Purpose:

In the event that a particular piece of digital media cannot be accessed directly to acquire, the following protocol outlines the steps to be taken to acquire that media while maintaining the integrity of the evidence.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations

D. Procedure:

1. Methods developed to acquire the media should rely on, but not be limited to the following:
 - a. Training, knowledge and experience
 - b. Technical references (electronic and print)
 - c. Consulting with co-workers and technical support personnel.
 - d. Contacts at other laboratories
2. If a method or methods are established to acquire the digital media, thoroughly document in the Laboratory Notes and all other appropriate records the steps taken in the process, as well as any technical data and results.
3. Depending upon the result, success or failure, proceed with one of the following:
 - a. If a successful acquisition was the result, proceed with processing the case.
 - b. If the acquisition process fails, the submitting agency should be notified and alternative options should be discussed and documented.
4. Proceed with processing the case.

E. Documentation:

1. Technical references (electronic and print)
2. CC SOP-29