A. Purpose:

To outline the procedures to be utilized to add expedited cell phones and other electronic devices as a case submission.

B. Responsibility:

Computer Crimes Unit Personnel

C. Procedure:

In cases in which an expedited examination is requested on cell phones or other electronic devices, these items might be submitted outside of the DSS core work hours. In such cases, Computer Crimes Unit personnel may create a new case or add additional evidence to a previously opened case.

In cases in which an expedited examination is requested on cell phones or other electronic devices, the device will be physically submitted to the laboratory to Computer Crimes Unit personnel. The submitting agency will also include the Request for Analysis form (SOP-ER-02:1) along with the Unit's Incoming Evidence Checklist (QR-CC-1).

The following steps will be followed to create a case:

1. In Justice Trax, using the Search – Agency Information tabs, enter in the local case number provided (make sure contain box is checked off) and search to see if this case was already opened at the Laboratory. If not opened previously, continue to step 2. If the case has been previously submitted, do step 4 and then proceed to step 8-9.

2. Select create a new case and choose the submitting agency name and enter in the case number with no spaces or dashes. Please include any "0" that are place holders. The results should indicate not case was submitted and allows a choice of "new case".

3. After selecting "New Case" the main case window will open and use the tabs located on the top of the window for the next steps.

4. In the Case Info tab's Synopsis section – enter in "Exigent analysis – electronic evidence".

5. In the Agency tab – verify that the submitting agency and the case number are correct.

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6. In the Offense tab – right click and choose "add offense". Fill in the Offense and Date fields.

7. In the Individual's tab – right click and add related individuals in this case. The fields of Last Name, First Name, type of individual, race of individual, gender and DOB.

8. In the "Evidence" tab - right click mouse and select "add evidence". Fill in the agency representative submitting the evidence to analyze. Add the description of the evidence.

   Under the initial transfer location, select "Agency & Representative". In the "From" tab, using the drop down, select the submitting agent. If the person is not listed, click the (+) to add this information. The "To" line should be populated with your name.

9. In the "Requests" tab, right click and select "Add Request". If the Badge Rep is not populated, add the name of the representative sending you the email. Select Computer Crimes & Electronic Evidence" in the Section box and then proceed to add the appropriate requests.

   When performing exigent analysis, select "Expedited media – data recovery".

   Once the requests are completed, click OK. A second window will open to pick the evidence to be added to the request. Click on the evidence to add and then select the down arrow. Click OK and this tab is completed.

10. When all the fields have been completed, click Apply and select "System Generated". This function will select the next available case number in Justice Trax to apply to this case. An evidence intake receipt will be printed and signed by the submitting agency's representative.

    The generated paperwork (Request for Analysis, copies of warrant/consent, incoming evidence checklist, signed intake receipt and signed return receipt) in this case will be provided to the Evidence Receiving Unit.

11. Verify that the evidence has been appropriately transferred into the examiner's possession and begin expedited analysis. The examiner should follow applicable protocols (SOPs) and use the Cell Phone Worksheet/Notes (QR-CC-16) to

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document the examination process. Any data that was extracted should be placed on storage media and a sub-item created in Justice Trax.

12. After analysis is completed and the data is compiled to provide to the submitting agency, a technical review should be conducted prior to transferring of the evidence and extracted data.

13. When the technical review has been completed in Justice Trax and reflected on the Technical Review Guidelines (QR-CC-15), the evidence may be transferred back to the awaiting officer. An evidence return receipt will be printed and signed by the submitting agency's representative.

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