

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To outline the steps required when a Discovery or FOIA (Freedom of Information Act) request is made to provide a redacted (i.e. removal of child pornographic images and/or videos) copy of work product or attachment media.

B. Responsibility:

Forensic Examiners (however titled)

C. Procedure:

- 1) Upon receiving a Discovery/FOIA request for redacted data from an outside agency, the examiner will notify the Unit Lead and the request will be referred to Case Management per (CM WI-06) and GL-11 (Control of Records). A “Discovery/FOIA Data verification” service will be opened for this request.
- 2) Prior to release of the copy requested, a careful review of the attachment media data contained on the Work Product media will be made using an approved forensic software tool. The examiner will complete Quality Record CC-52 “Verification Record – Discovery/FOIA Request for Redacted Attachment Data”.
- 3) All image and video type files contained within the attachment data will be reviewed for suspected child pornographic content. In circumstances, where triage type reports are included as attachment materials, all associated exported data will be reviewed. There may also be reports containing embedded image data (i.e. C4All reports) which may not be directly viewable upon loading into a forensic tool; in these cases, a new report excluding the image data will be generated.
- 4) All files which contain suspected child pornography will be identified and removed (redacted) from the attachment data and a new copy of the attachment will be generated on the appropriate media. Following completion of the new copy, the examiner will review the final product to confirm removal of all child pornographic containing files.
- 5) Upon completion and review of the redacted copy of the attachment by the examiner, the case will be reviewed by the technical reviewer of the case or if not available by another examiner. The media copy will be initialed as verified by the examiner and reviewer. The technical reviewer will update the milestone in Justice Trax to indicate the completion of the review.

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- 6) Procedures for control and returning the discovery media to the requesting agency will be followed as detailed in CC SOP-29. A copy of the media produced will be retained in the case jacket and itemized in Justice Trax.

The itemized media that is to be released will be transferred to Evidence Receiving for the completion of the Discovery Request.