

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To outline the steps taken to technically review an analysis case request or a cell phone extraction only request.

B. Responsibility:

Forensic examiners

C. Definitions/Abbreviations:

Refer to SOP-CC-26 - Definitions and Abbreviations.

D. Procedure:**1. Prepare a "Technical and Administrative Review Guidelines" (QR-CC-15.1) form.****a. Analyst Checklist portion:**

- i. The analyst will begin by completing the Analyst Check List portion of this form and save the form electronically in the ISO drive "TR forms folder".
- ii. Areas that need addressing are that the Request for Analysis and the QR-CC-01 (if applicable) are marked reviewed in LIMS. If these two documents are located in the case file, they will be initialed by the analyst and also technical reviewer indicating the review.
- iii. The analyst is responsible for reviewing any work, such as imaging, that they use for their portion of the analysis. The worksheet will contain initials of the imager along with the initials of the analyst who is analyzed data on the case.
- iv. The form will used to indicate if this is a supplemental report or if this is an amended report that the appropriate steps for completing.
- v. Once the initial technical review is completed and any required changes are addressed, the analyst follow-up section will be completed.

b. Technical Review

- i. The technical reviewer will address all lines in the various section of the form related to the technical review. Any items that do not apply, will be checked as N/A. If no additional work was conducted on that topic line that had the previous "N/A" was requested, no further check-offs are needed on that line under the "Final Review" column. The TR will type any comments on the form and print the form adding to the case file. The electronic file will be removed the TR folder.
- ii. Once the form is printed at the completion of the initial technical review, the date and technical reviewer's initials will be added to the "Initial TR Review Completion Date/Initials" line. If applicable, the case file will be returned to the analyst for the work product disk or any changes to be completed.
- iii. If a final technical review is not needed, it will be indicated with an N/A on that line.
- iv. If changes are needed or the work product disk needs to be reviewed, the Final Review column will be completed to indicate this review. At the completion of the final technical

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- review, the date and technical reviewer's initials will be added to the "Final TR Review Completion Date/Initials" line.
- v. Any comments recommended by the technical reviewer will be initialed and dated by the analyst acknowledging the recommendation has been reviewed and addressed (Refer to GL-18 for guidance).
 - vi. The draft report will be printed from LIMS by the technical reviewer and placed in the case file. The case file will be provided for Administrative Review.
- c. Administrative Review
- i. The Administrative reviewer will complete their section of QR-CC-15.1.
 - ii. The RFA should have been reviewed in LIMS electronically or if printed and placed in the case file with initials from both the analyst(s) and technical reviewer.
 - iii. The draft report will be reviewed for the correct title and that all items of evidence are listed correctly and addressed in the report.
 - iv. The Administrative Reviewer will ensure that all recommendations are acknowledged with initials and dates.
 - v. If any National Missing and Exploited Children (NCMEC) disk and paperwork is present in the case, the reviewer will check the chain of custody for the disk and that the paperwork has the correct information (analyst name, contact information, case number) present.
 - vi. If no additional corrections are needed, the milestone will be updated in LIMS and the final report will be printed.
- d. Final Review column: any "Yes" or "NA" checkoffs in the initial review column will not require a second final review checkoff unless additional work is needed during the TR/AR process.
2. Once the case file has been returned to the analyst an all evidence and reports returned to the agency. The case file will be scanned and saved in the completed computer crimes report folder.

E. References:

- 1. GL-18