Technical Procedure for Writing Results Statements

1.0 Purpose - This procedure presents the approved statements that shall be used for reporting digital evidence analysis results in the State Crime Laboratory.

2.0 Scope - This procedure applies to all written result statements for digital evidence analysis in the State Crime Laboratory.

3.0 Definitions

- **Standard Computer Result Statements –** Result statements which are common for all computer cases regardless of the type of case being examined.
- **Non-Standard Computer Result Statements –** Result statements which vary in their content due to the nature of the data being bookmarked and/or due to the nature of the case being worked.

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Computer with Forensic Advantage (FA) application

4.2 Reagents – N/A

5.0 Procedure –Analyses shall include an accurate interpretation of the actual results of the examination in a manner approved by the Forensic Scientist Manager or his/her designee and the Crime Laboratory Director. This interpretation may include or build upon one (1) or more of the following responses depending on the circumstances of the case and the nature of the digital evidence examination. The order in which the statements are arranged is left to the discretion of the Forensic Scientist. Deviations shall be approved according to the Laboratory Procedure for Authorizing Deviations.

5.1 Recovered Disc Reporting Method

5.1.1 Computer Result Statements

5.1.1.1 This report has been generated in association with Item (Item Number), which should be viewed in conjunction with this written report.

5.1.1.2 No data of interest were located on Item (Item number).

5.1.1.3 Item (Item number) was unable to be processed for digital evidence because (reason).

5.1.1.4 Item (Item Number) was/were scanned for threats using (software) with definitions dated (date). The virus scan log is available for review in the “Recovered\Virus Scan Logs” folder on Item (Item Number).

5.1.1.5 (Number) Encrypted file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the “Recovered\Encrypted Files” folder on Item (Item Number).

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5.1.1.6 (Number) picture/pictures of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Pictures" folder on Item (Item Number).

5.1.1.7 (Number) unallocated (previously deleted or temporary) picture/pictures of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Pictures (Recovered)" folder on Item (Item Number).

5.1.1.8 EXIF data was recovered from (Number) file/files of possible interest on Item (Item Number) and is available for review in the "Recovered\EXIF Data" folder on Item (Item Number).

5.1.1.9 (Number) banner/banners of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Banners" folder on Item (Item Number).

5.1.1.10 (Number) movie/movies of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Movies" folder on Item (Item Number).

5.1.1.11 (Number) unallocated (previously deleted or temporary) movie/movies of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Movies (Recovered)" folder on Item (Item Number).

5.1.1.12 A selection of (Number) text fragment/fragments of possible interest was recovered from Item (Item Number) and is available for review in the "Recovered\Text Fragments" folder on Item (Item Number).

5.1.1.13 (Number) unallocated (previously deleted or temporary) Internet Web page/pages of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Internet Web Pages (Recovered)" folder on Item (Item Number).

5.1.1.14 (Number) Internet web page/pages of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Internet Web Pages" folder on Item (Item Number).

5.1.1.15 (Number) document/documents of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Documents" folder on Item (Item Number).

5.1.1.16 (Number) Internet cookie/cookies of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Internet Cookies" folder on Item (Item Number).

5.1.1.17 (Number) Internet history record/records of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Internet History" folder on Item (Item Number).

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5.1.1.18 (Number) e-mail/e-mails of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\E-mail" folder on Item (Item Number).

5.1.1.19 (Number) chat log/logs of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Chat Logs" folder on Item (Item Number).

5.1.1.20 (Number) newsgroup file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Newsgroups" folder on Item (Item Number).

5.1.1.21 (Number) Internet bookmark/bookmarks of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Internet Bookmarks" folder on Item (Item Number).

5.1.1.22 (Number) link file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Link Files" folder on Item (Item Number).

5.1.1.23 (Number) recycle bin file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Recycle Bin Information" folder on Item (Item Number).

5.1.1.24 (Number) print spool/spools of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Print Spools" folder on Item (Item Number).

5.1.1.25 (Number) address book/books of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Address Books" folder on Item (Item Number). To view the contents of the address book, copy the file to the hard drive of the computer used to view it before opening.

5.1.1.26 (Number) application/applications of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Applications" folder on Item (Item Number).

5.1.1.27 (Number) file/files associated with file-sharing applications of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\File-Sharing" folder on Item (Item Number).

5.1.1.28 (Number) registry key/keys containing information of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Registry" folder on Item (Item Number).

5.1.1.29 (Number) Windows System file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Windows System Files" folder on Item (Item Number).

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5.1.1.30 (Number) event log/logs of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Event Logs" folder on Item (Item Number).

5.1.1.31 (Number) other file/files of possible interest was/were recovered from Item (Item Number) and is/are available for review in the "Recovered\Other Files" folder on Item (Item Number).

5.1.1.32 (Number) copy/copies of the (Program) report is/are available for review in the "Recovered\(Program)" folder on Item (Item Number).

5.1.1.33 System Information was obtained from Item (Item number) and is available for review in the "Recovered\System Information" folder on Item (Item number).

5.1.1.34 A forensic image of Item (Item Number) was/were copied to (Number) (Media) and is/are being returned as Item (Item Number). These items will need to be resubmitted if further analysis is required.

5.1.1.35 Due to the large size of the media in this case, the Image files were not archived to (Media). If further analysis is needed, the original evidence items must be resubmitted for examination.

5.1.2 Taser Result Statements

5.1.2.1 The device clock on Item (Item Number) was checked for accuracy and was found to be approximately (Time) ahead of/behind the current time.

5.1.2.2 According to the data recovered from Item (Item Number), Item (Item Number) appears to have been discharged (Number) time/times on (date).

5.1.2.3 The following times have been adjusted to account for the approximate (Time) time difference between the taser device clock and the actual time. (List of adjusted discharges.)

5.1.2.4 A function test was conducted on Item (Item Number). (Number) discharge/discharges were made using Item (Item Number), and all appeared to be recorded properly without changing any of the previously recorded data.

5.1.2.5 A function test was conducted on Item (Item Number). (Number) discharge/discharges were made using Item (Item Number), and recorded dates and time did not match expected dates and times. Item (Item Number) does not appear to function properly.

5.1.3 Cellular Telephone Result Statements

5.1.3.1 Data recovered from Item (Item Number) is available for review on Item (Item Number).

5.1.3.2 Contacts, SMS, Calendar Entries, Call Logs, Images, Ringtones, Audio and Video were recovered from the (cellular telephone/SIM card) from Item (Item Number), and are available for review in the "Recovered\Cellular Phone Data" folder on Item (Item Number).

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5.1.3.3 Item (Item Number) is password protected and the password is not available. No data could be extracted from the cellular phone/SIM card in Item (Item Number).

5.2 Hyperlink Embedded HTML Reporting Method

5.2.1 Standard Computer Result Statements

5.2.1.1 This report has been generated in association with Item (Item Number), which should be viewed in conjunction with this written report.

5.2.1.2 No data of interest were located on Item (Item number).

5.2.1.3 Item (Item number) was unable to be processed for digital evidence because (reason).

5.2.1.4 Item (Item Number) was/were scanned for threats using (software) with definitions dated (date). The virus scan log is available for review in the [Virus Scan Log bookmark in the (Program) Report\"Virus Scan Log" folder] on Item (Item Number).

5.2.1.5 A forensic image of Item (Item Number) was/were copied to (Number) (Media) and is/are being returned as Item (Item Number). These items will need to be resubmitted if further analysis is required.

5.2.1.6 Due to the large size of the media in this case, the Image files were not archived to (Media). If further analysis is needed, the original evidence items must be resubmitted for examination.

5.2.1.7 A HTML report was manually created to 'link together' the contents of the (Program) Report from Items (Item Number List). This 'main' report is set to launch automatically when Item (Item Number) is inserted into a computer.

5.2.1.8 A (Program) report was created for Item (Item Number). The contents of this report are available for review by clicking on the hyperlink for Item (Item Number) as found on the 'main' report on Item (Results Item Number).

5.2.1.9 A (Program) report was created for Item (Item Number) and is set to run automatically when Item (Results Item Number) is inserted into a computer.

5.2.1.10 The recovered files from this case were copied onto (Number) CD/CDs/DVD/DVDs and is/are being returned as Item (Item Number).

5.2.1.11 Several Registry keys from Item (Item Number) were noted to contain information of possible interest and were exported in a Registry Viewer report. The contents of this Registry Viewer report are available for review by clicking on the associated hyperlink in the (Program) report for Item (Item Number) as found on Item (Results Item Number).

5.2.1.12 The Registry SAM file was exported from Item (Item Number). The contents of the Registry SAM file are available for review by clicking on the associated hyperlink in the (Program) report for Item (Item Number) as found on Item (Results Item Number).

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5.2.1.13 Decryption efforts for (File Name) failed and were terminated after (Elapsed Time). No data could be retrieved from (File Name).

5.2.2 Non-standard Computer Result Statements

5.2.2.1 All non-standard result statements containing collated data (data collected together by its relevance to the case and not by file or artifact type) shall adhere to the following pattern:

(Number) file item(s)/artifact(s) containing data (Relevance to case) was/were noted on Item (Item Number) and were placed into a bookmark entitled "(Bookmark Title)". The contents of this bookmark are available for review by clicking on the associated hyperlink in the (Program) report for Item (Item Number) as found on Item (Results Item Number).

Example:
Two (2) artifacts containing data relating to account number 1234 were noted on Item 1 and were placed into a bookmark entitled "Account 1234". The contents of this bookmark are available for review by clicking on the associated hyperlink in the FTK report for Item 1 as found on Item 4.

5.2.2.2 All non-standard result statements containing data collected together by file or artifact type shall adhere to the following pattern:

(Number) (File or Artifact Type) files/artifacts from Item (Item Number) were noted to contain information of possible interest and were placed into a bookmark entitled "(Bookmark Title)". The contents of this bookmark are available for review by clicking on the associated hyperlink in the (Program) report for Item (Item Number) as found on Item (Results Item Number).

Example:
Twelve (12) Windows link files from Item 1 were noted to contain information of possible interest and were placed into a bookmark entitled "LNK Files". The contents of this bookmark are available for review by clicking on the associated hyperlink in the FTK report for Item 1 as found on Item 3.

5.2.2.3 All non-standard result statements containing file listings (without file content) shall adhere to the following pattern:

The filenames found in the (Folder Name) folder were documented in a bookmark entitled "(Bookmark Title)". The contents of this bookmark are available for review by clicking on the associated hyperlink in the (Program) report for Item (Item Number) as found on Item (Results Item Number).

Example:
The filenames found in the Limewire Shared folder were documented in a bookmark entitled "Limewire Shared Folder". The contents of this bookmark are available for review by clicking on the associated hyperlink in the FTK report for Item 1 as found on Item 3.

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5.2.2.4 Any additional non-standard result statements that do not match the three criteria above shall receive prior approval according to the Laboratory Procedure for Authorizing Deviations.

5.3 Forensic Audio and Forensic Video Reporting Method

5.3.1 Forensic Audio Results

5.3.1.1 Item (Item Number) was examined and the audio of interest was clarified. The clarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.2 Item (Item Number) was examined and the audio was clarified. The clarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.3 (An/The) unclarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.4 Due to (Analyst input), the examination of Item (Item Number) yielded limited results.

5.3.1.5 Item (Item Number) was examined and the audio of interest was duplicated. The duplicate (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.6 Item (Item Number) was examined and the audio was duplicated. The duplicate (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.7 (An/The) unclarified (copy) (copies, Total Number) of the audio of interest from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.8 Item (Item Number) was examined and the disc contained in this item was duplicated. (A copy) (Copies, Total Number) of the disc (is/are) being returned in Item (Item Number).

5.3.1.9 Item (Item Number) was examined and the discs contained in this item were duplicated. (A copy) (Copies, Total Number) of the discs are being returned in Item (Item Number).

5.3.1.10 (An/The) unclarified (copy) (copies, Total Number) of the audio of interest from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.1.11 Other result.

5.3.2 Forensic Video Results

5.3.2.1 (A/The) (videotape/DVD/Digital Video File) (copy) (Copies, Total Number) of the enhancements prepared in this case (is/are) being returned in Item (Item Number).

5.3.2.2 Due to (Analyst input), the examination of Item (Item Number) yielded limited results.

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5.3.2.3 Item (Item Number) was examined and the video of interest was duplicated. The duplicate (copy) (copies, Total Number) of the video from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.2.4 Item (Item Number) was examined and the video was duplicated. The duplicate (copy) (copies, Total Number) of the video from Item (Item Number) (is/are) being returned in Item (Item Number).

5.3.2.5 Item(s) (Item Number) was/were examined and the disc(s) contained in this item was/were duplicated. (A copy) (Copies, Total Number) of the disc(s) (is/are) being returned in Item(s) (Item Number).

5.3.2.6 Item (Item Number) was examined and (Number of Images) image (file/files) (was/were) captured and enhanced. The CD and prints of these images are being returned in Item (Item Number).

5.3.2.7 Item(s) (Item Number) was/were examined and the video cassette tape(s) contained in this/these items was/were duplicated. (A copy) (Copies, Total Number) of the video cassette tape is/are being returned in Item (Item Number).

5.3.2.8 (A/The) (videotape/DVD/Digital Video File) (copy) (Copies, Total Number) of the enhancements prepared in this case (is/are) being returned in Item (Item Number).

5.3.2.9 Other result.

5.4 Reporting Deviations – Other result statements may be generated upon approval of the Forensic Scientist Manager.

5.5 Standards and Controls – N/A

5.6 Calibration – N/A

5.7 Sampling – N/A

5.8 Calculations – N/A

5.9 Uncertainty of Measurement – N/A

6.0 Limitations - N/A

7.0 Safety - N/A

8.0 References – N/A

9.0 Records – N/A

10.0 Attachments – N/A

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Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/26/2012	2	Edited quotation for 5.2.1.4; edited 5.3.2.5; created statement 5.3.2.7; combined 5.3.2.5 and 5.3.2.6; deleted 5.3.2.9 and 5.3.2.10 (duplicative of 5.3.2.3 and 5.3.2.4); grammar
02/01/2013	3	Edited 3.0; edited 5.1.1.2; edited 5.1.1.3; edited 5.1.1.34; edited 5.2.1; edited 5.2.1.2; edited 5.2.1.3; edited 5.2.1.5; created 5.2.1.12; edited 5.2.2; edited 5.2.2.1; edited 5.2.2.2; edited 5.2.2.3; edited 5.2.2.4

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