

DEUSOP04 – DEU Case Creation

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1. Scope

- 1.1. This standard operating procedure is utilized for the creation of case folders on DEUNet for case files within the Digital Evidence Unit only.

2. Background

- 2.1. To establish the practices for documenting the examination of evidence to conform to the requirements of the Department of Forensic Sciences (DFS) Digital Evidence Unit *Quality Assurance Manual*, the accreditation standards under ISO/IEC 17025:2017, and any supplemental standards.

3. Safety

- 3.1. Not applicable.

4. Materials Required

- 4.1. Access to DEUNet; DFS case number; Access to LIMS.

5. Standards and Controls

- 5.1. Not applicable.

6. Calibration

6.1. Not applicable.

7. Procedures

7.1. Standard DFS Case Creation

7.1.1. On a forensic workstation in the DEU laboratory, access the “Cases” shared drive for the appropriate year.

7.1.2. Locate the “_Template” folder.

7.1.3. Create a new copy of the “_Template” folder, keeping the internal folder structure in place.

7.1.4. Rename the new copy of the “_Template” folder, naming the folder using the DFS case number.

8. Sampling

8.1. Not applicable.

9. Calculations

9.1. Not applicable.

10. Uncertainty of Measurement

10.1. Not applicable.

11. Limitations

11.1. Not applicable.

12. Documentation

12.1. Not applicable.

13. References

13.1. Digital Evidence Unit Quality Assurance Manual (Current Version).

13.2. DFS Departmental Operations Manuals (Current Versions).

13.3. Forensic Science Laboratory (FSL) Laboratory Operations Manuals (Current Versions).

13.4. Digital Evidence Unit Laboratory Operations Manuals (Current Versions).