

## Contents of Detailed Summary

[Submitting Agency's Letter Head]

MEMORANDUM FOR RECORD

**TO:**           **Anne Arundel County Police**  
Computer Analysis and Technical Support *Squad*  
41 Community Place  
Crownsville, Maryland 21032 - 2034

**FROM:**                 [Name of submitting officer]

**SUBJECT:**   Request Forensic Media Analysis [Complete unit investigation number]

1. FULL NAME OF SUBJECT
2. PRIORITY - Explain if there is publicity, high level of interest, court deadlines, or other reasons to justify placing this investigation ahead of others.
3. CASE AGENT - Provide complete contact information for the lead investigator.
4. SYNOPSIS OF THE CASE FACTS - Brief description of allegation, situation, and background surrounding the investigation. Provide information that will be useful to the examiner so they can better understand the investigation and provide a better examination. You may provide an already completed document or report to satisfy this step.
5. ITEMS TO BE ANALYZED – (NOTE: IF NOT EVIDENCE, STATE THAT FACT.) This must be a complete list of all items that need analysis. An evidence listing must completely identify all items.
6. SUPPORT REQUESTED - Specific and detailed; if you do not know what to request, contact the CATS *Squad* for assistance (410-222-3409). Examples of items that may be requested are listed below.
  - a. Extract system logs, graphic files, text files, documents, etc.
  - b. Examine file system for back door programs and sniffer programs.
  - c. Analyze for deleted files and restored deleted files.
  - d. Correlate sexually explicit images to Internet history files.
  - e. Search for images of known victims (*include photo of victim*).
  - f. Extract sexually explicit images from logical and unallocated spaces.
  - g. Extract all pertinent text files of a sexual nature.
  - h. Locate specific files (*must provide file names*).
  - i. Conduct text string searches on the physical level (*provide keyword list*).

7. PERTINENT DATA - Passwords, keyword list, operating system, nicknames, computer types, network information, ISP information, IP Addresses, screen names of victims and suspect, dates and times of contacts, and any other information that will assist the forensic investigator in locating information pertinent to your case.
8. Include copies, on digital media, of any network intrusion logs, other detection logs, chat session logs, sent or received e-mails, and picture files pertinent to your investigation. This will enhance the forensic investigator's ability to provide a better product and to interpret the logs in an effort to search for the right information.

NOTE: The forensic investigator will conduct only the tasks requested. If not specified, it will not be done. If obvious items are left off the request, CATS *Squad* personnel will call to verify. The more detail you provide, the better and more complete analysis you will receive. CATS *Squad* personnel will NOT reopen examinations after they have been completed, except under extreme circumstances.

9. LEGAL AUTHORITY - Requestors must provide a copy of the search warrant containing the required language, legal search authority, consent form, warning banner for system or signed computer policy statement, etc. This must accompany the analysis request. Examinations will not be conducted without explicit documented legal authority.
10. OTHER DOCUMENTS - Other documents you believe may assist the forensic investigator with the examination of your evidence.
11. INSTRUCTIONS - Any additional instructions you may have for CATS *Squad* personnel.
12. POINT OF CONTACT - The requestor's complete contact information. If it is the same as the case agent, state same.

NOTE: If the above information is not provided, or is incomplete, the examination will not be accepted until ALL information is received.