

**Assessment of Compliance with the CIGIE
Quality Standards for Digital Forensics**

PURPOSE. Appendix C-2 is used to assess an organization’s conformity with the Quality Standards for Digital Forensics (QSDF), dated November 20, 2012. Appendix C-2 will be used during Council of the Inspectors General on Integrity and Efficiency (CIGIE) investigation peer reviews. The purpose of this appendix is to assist in making a determination that an organization has adequate policies and procedures to ensure digital forensics can be properly employed to support investigations performed by the organization. If the organization conducts digital forensics, this appendix will assist in making a determination that the organization is conducting these functions consistent with the QSDF. If the organization conducting the peer review does not have in-house personnel with digital forensic capability to conduct the review, it may seek assistance from another CIGIE organization. [This document supersedes Appendix C-2, *Questionnaire for Review of Conformity with Quality Standards for Investigations (Digital Forensics)*.]

The reviewed agency will complete the “Reviewed Agency Policy/Manual Reference” column and provide this appendix to the review team prior to the onsite review. The reviewed agency will select “N/A” when a section is not applicable to the respective agency. The review team should complete the Review Step 1 column prior to conducting the onsite to compare the agency policy with the Attorney General requirements or regulation, policy, or guideline noted, as applicable to the respective reviewed agency. The review team should complete the Review Step 2 column while onsite and after the onsite review is conducted as necessary. Answers to certain questions below may not be readily available or apparent. In these instances, the peer review team should assess whether there is clear, specific and articulable information in the case file to suggest the standard was violated. The “Comments” field may be used by the reviewed or reviewing agency for miscellaneous notes or explanations (denote who made entry).

Review Step	N/A	REVIEW STEP 1 Does Policy/ Procedure Exist?		REVIEW STEP 2 Practice Consistent with Policy/ Procedure?		Reviewed Agency Policy/ Manual Reference	AG Guideline Reference and Page Number	Comments
		Yes	No	Yes	No			
A. MANAGEMENT STANDARDS – Management standards apply to the organizational environment in which digital forensics are performed.								
1. Does the organization have policies and procedures to ensure digital forensics can support its investigations, when appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
2. Does the organization have a policy on how digital media will be acquired and processed, whether by internal personnel or an external organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, MGMT STDS, Section A, Page 1.	
3. If the organization uses an outside entity to conduct digital forensics, has the organization taken documented steps to ensure the outside entity meets the standards outlined in the QSDF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	

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		Yes	No	Yes	No			
4. Does the organization have policies and procedures to guide its personnel who perform digital forensic functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
5. Do examiners ensure they have the legal authority to search through the digital data they are examining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 1.	
6. Do examiners consult with the prosecutor or the organization's counsel to resolve any questions about the authority to conduct a forensic examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2.	
7. Is digital evidence handled and stored in a manner that precludes the inadvertent alteration or destruction of evidence by human interaction or environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2.	
8. Do forensic reports and related documentation of forensic activity include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
a. Identity of reporting organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
b. Case identifier or submission number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
c. Identity of the submitter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
d. Relevant dates for forensic work, to include the date of report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
e. Descriptive list of the evidence examined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	

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f. Examination requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
g. Description of the examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
h. Name and signature (handwritten or digital) of the examiner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
i. Results, conclusions, and derived items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section A, Page 2-3.	
9. Does the organization have a quality management system to govern digital forensic methodologies and work products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section B, Page 3.	
10. Does the organization review its quality management system at least once every 3 years to ensure the system is meeting the quality needs of the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section B, Page 3.	
11. Are all forensic examinations administratively reviewed for consistency with agency policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section B, Page 3.	
12. Are at least 10% of final digital forensic examination reports technically reviewed by another qualified examiner (peer reviewed) before the reports are published?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section B, Page 3.	
13. To the extent possible, does the organization ensure the tools they use to acquire digital evidence are validated to operate as intended and accurately acquire data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Mgmt Stds, Section B, Page 3.	
B. PERSONNEL STANDARDS – Personnel standards apply to all personnel performing digital forensic tasks and address qualifications and proficiency.								

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		Yes	No	Yes	No			
14. Does the organization screen digital forensic applicants to ensure they possess the highest standards of conduct and ethics, including unimpeachable honesty and integrity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A, Page 4.	
15. Does the organization have a policy that requires persons performing digital forensics to report any arrest, conviction, or other potential misconduct issue that would jeopardize their performance of duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A, Page 4.	
16. Do all personnel performing digital forensics attend a formal training program for the tasks they perform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A, Page 4.	
17. Do personnel performing digital forensics demonstrate they are competent to perform those functions before performing independent work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section A, Page 5.	
18. Do forensic examiners receive a minimum of 60 hours of training during every 3-year period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section B, Page 5.	
19. Do forensic specialists receive a minimum of 24 hours of training during every 3-year period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section B, Page 5.	
20. Do forensic personnel pass a practical proficiency test at least once every 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		QSDF, Personnel Stds, Section B, Page 5-6.	