

Non-Participating Agencies Guidelines

The Tennessee Valley Regional Computer Forensic Laboratory (TVRCFL) strives to provide the highest level of forensic services possible in consideration of restraints imposed by limited staffing, funding and other resources. The TVRCFL receives multiple service requests from its participating agencies. To meet the demand for those services in a manner that is fair and efficient, the TVRCFL Local Executive Board has set the following policies to meet the digital forensic needs of non-participating agencies (NPA) requesting assistance:

Cases from non-participating agencies will be assessed and prioritized according to a set of objective criteria and accepted based on the laboratory's ability to efficiently handle the request. All TVRCFL services must be requested by our request system **prior** to submission of evidence to the lab.

Non participating agencies that have submitted five or more cases are required to utilize the TVRCFL Case Agent Investigative Review (CAIR) system for all cases, when possible. The non-participating agency will be responsible for reviewing the data. CAIR training will be provided to personnel designated by their agency.

Effective February 1, 2018, non-participating agencies are required to:

1. Submit a letter from the Chief, Sheriff or similar Chief Executive, which details an understanding of our policy as well as a detailed summary of the specific case.
2. Preview all evidence that exceeds 5 items or 3 TB prior to submission.
3. Preview removable/loose media (optical/CD/DVD/BD) and floppy disks prior to submission.
4. Restrict submissions to cases involving felony offenses or matters of National Security.
5. Attempt to use approved preview or triage tools or the TVRCFL self-service kiosk for cell phones or loose media prior to submission to the lab.

Evidence must be delivered to the TVRCFL prior to 3PM. No evidence with hazardous or biological materials will be accepted. Ensure all other forensic processing (fingerprinting/DNA) has been completed prior to submission.