Questionnaire for Review of Conformity with 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. The review of organizations under the QSDF during peer reviews is optional until October 2014, at which time it will become mandatory. 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).

Review Step		N/A			PHASE 2 Consistent Practice		Reviewed Agency Policy/Manual Reference	QSDF Guideline Reference	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?							QSDF, Mgmt Stds, Section A, Page 1.	
2.	Does the organization have policy on how digital media will be acquired and processed, whether by internal personnel or an external organization?							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?							QSDF, Mgmt Stds, Section A, Page 1.	
4.	Does the organization have policies and procedures to guide its personnel who perform digital forensic functions?							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?							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?							QSDF, Mgmt Stds, Section A, Page 2.	

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			Yes	No	Yes	No			
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?							QSDF, Mgmt Stds, Section A, Page 2.	
8.	Do forensic reports and related documentation of forensic activity include the following:							QSDF, Mgmt Stds, Section A, Page 2-3.	
	a. Identity of reporting organization.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	b. Case identifier or submission number.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	c. Identity of the submitter.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	d. Relevant dates for forensic work, to include the date of report.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	e. Descriptive list of the evidence examined.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	f. Examination requested.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	g. Description of the examination.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	h. Name and signature (handwritten or digital) of the examiner.							QSDF, Mgmt Stds, Section A, Page 2-3.	
	i. Results, conclusions, and derived items.							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?							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?							QSDF, Mgmt Stds, Section B, Page 3.	

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Review Step	N/A Policy/ Procedure		icy/ edure	PHASE 2 Consistent Practice		Reviewed Agency Policy/Manual Reference	QSDF Guideline Reference	Comments	
		Yes	No	Yes	No		OCDE Manut		
11. Are all forensic examinations administratively reviewed for consistency with agency policy?							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?							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?							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.									
14. Does the organization screen digital forensic applicants to ensure they possess the highest standards of conduct and ethics, including unimpeachable honesty and integrity?							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?							QSDF, Personnel Stds, Section A, Page 4.		
16. Do all personnel performing digital forensics attend a formal training program for the tasks they perform?							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?							QSDF, Personnel Stds, Section A, Page 5.		
18. Do forensic examiners receive a minimum of 60 hours of training during every 3-year period?							QSDF, Personnel Stds, Section B, Page 5.		
19. Do forensic specialists receive a minimum of 24 hours of training during every 3-year period?							QSDF, Personnel Stds, Section B, Page 5.		
20. Do forensic personnel pass a practical proficiency test at least once every 3 years?							QSDF, Personnel Stds, Section B, Page 5-6.		