

Subject: Modifications to Standard CyFIR Evidence Handling Procedures for AZ Audit

Given the resource limitations of the Arizona Audit facilities, CyFIR shall modify the procedures contained in the CyFIR Digital Evidence Policy and Procedures Manual with the following elements:

- a. An onsite evidence storage area will be established at the Veteran's Coliseum
 - i. Area: Roughly 89 feet by 33 feet
 - ii. The area will be fully enclosed by a combination of established masonry walls, wooden partitions and chain link fencing.
 - iii. The chain link fencing shall be at least 6 feet tall.
 - iv. Access shall be restricted to one location in the chain link fence.
 - b. A forensic imaging area will be established at the Veteran's Coliseum
 - i. Area: Roughly 89 feet by 33 feet
 - ii. The area will be fully enclosed by a combination of established masonry walls, wooden partitions and chain link fencing.
 - iii. The chain link fencing shall be at least 6 feet tall.
 - iv. Access shall be restricted to one location in the chain link fence.
 - v. Location of the imaging area shall be directly across the main passage way from the evidence storage area.
 - c. There shall be direct visibility into the evidence storage area from the passageway and the forensic imaging area.
 - d. 24/7 live video monitoring shall be established prior to the evidence reception on both the evidence storage area and the forensic imaging area. It is my understanding that this video monitoring shall be live streamed to the internet for transparency.
 - e. An armed security guard shall observe the evidence storage area and the forensic imaging area on a 24/7 basis.
 - f. The openings in the chain link fences shall be secured when not occupied by the digital forensic team and evidence custodians. Only two personnel, the digital forensic lead and the deputy forensic lead, shall have the ability to open the evidence storage area or the digital forensic imaging area.
2. Normal evidence handling procedures shall be followed with the exception that the Arizona Senate legal team shall inventory and accept the subpoena evidence prior to in processing that evidence into the evidence storage area.
 3. During work hours there will be a primary evidence custodian and a secondary evidence custodian located in the evidence storage area. They are responsible for the establishment and maintenance of the digital evidence chain of custody.
 4. All evidence will be preserved using Logicube WriteProtect devices, ensuring that there is no change to the digital devices being imaged.

5. All forensic imagers and evidence custodians shall complete a Arizona Audit specific training session on 20 April 2021. Successful completion of this training course is required to support the engagement.
6. All equipment that will be utilized to support the engagement shall be validated on 20 April 2021.
7. At no time will an imaging system be connected to the public internet following validation.

These modifications shall remain in effect for the duration of evidence retention.

Point of contact for this memo is Ben Cotton, Founder, CyFIR, LLC. (703) 627-7933

Signed

A handwritten signature in black ink, appearing to read "Ben Cotton", written over a horizontal line.

Ben Cotton
Founder