



TIMING OUTLINE

“Employee Turnover & Computer Forensic Best Practices”

Organizations historically have struggled with addressing terminated employees’ important evidence sources such as company issued laptops, oftentimes materially affecting the organization’s ability to deal effectively with disputes that arise after an employee leaves the company. This class will provide students and their organizations with a documented, transparent, and repeatable process with actual tools to identify and correctly preserve key evidence. The class will then provide multiple real life “war stories” of powerful and highly effective forensic analysis of terminated employees work computer and smartphone evidence that emphasize the need for upfront forensic preservation. The class will teach students how to leverage phone carrier cell tower records in criminal and civil disputes. Finally the class will teach students how to leverage data requests to Social Media companies including highly useful class handout record request samples.

Audiences: Attorneys, Litigation Paralegals, I.T. Professionals and Corporate Litigation Counsel

TOPIC TIMING/MINUTES

Welcome/Introduction	3
Course Objectives, applicable credit, sign-in, forms and certificates	5
SECTION I: Historical Challenges with Employee Turnover	5
_ Common Employee Turnover Challenges	
SECTION II: Immediate Steps to Take When Key Employees Leave an Organization	7
_ Employee Turnover Evidence Preservation	
_ Employee Turnover Evidence Tracking Tool	
SECTION III: Workstation Forensic Imaging	7
_ Employee Turnover Manual	
_ C-Suite Employee Additional Considerations	
SECTION IV: Forensic Analysis Best Practices	7
_ Establishing a Timeline of Events	
_ Best Practice #2 – Key Word Search Terms	
SECTION V: Evidence Recoverable From Computers and Smartphones	7
_ Computers and Phones Work Live Digital Video Recorders	
_ Types of Evidence Recoverable Directly From Computers and Smartphones	
SECTION VI: War Stories	15
_ WAR STORY#1 – Racist Facebook Wall Post	
_ WAR STORY #2 – MacBook Training and Snippets Databases	
_ WAR STORY #3 – Smartphone Data Recovered From Computers	
_ WAR STORY #4 – More Text Messages Recovered from Computers	
_ WAR STORY#5 – Recovery of QuickBooks Evidence	
SECTION VII: 3rd Party Subpoenas to Phone Carriers and Social Media Companies	12
_ Generic Record Request Description Sheet	
_ Best Practices for Addressing “Burner” Phones	
_ Records Request – Social Media Company	
_ Twitter War Story	
SECTION VIII: Questions & Answers	15

End of Program

Total Time Commitment: 80 minutes Total Time of Instruction: 60 minutes