

	POLICY & PROCEDURE	SERIES # 704	PAGE 1 OF 4
	SUBJECT SEARCH AND SEIZURE OF COMPUTERS AND OTHER ELECTRONIC DEVICES		EFFECTIVE DATE 10/27/16
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P 704 dated 12/02/14.	

I. PURPOSE:

The purpose of this policy is to establish guidance for seizing/recovering information from computers and other electronic related equipment.

II. POLICY:

Computers and digital media are increasingly involved in unlawful activities. The computer or other electronic device may be contraband, fruits of the crime, a tool of the offense, or a storage container holding evidence of the offense. Officers should adhere to all guidelines and laws governing search and seizure as set forth by applicable law and departmental policies.

III. PROCEDURE:

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APPROVED:
CHIEF OF POLICE



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D. For purposes of this policy, a computer is defined as a high-speed electronic device that processes, retrieves and stores programmed information. These devices usually consist of a CPU, external drive server, keyboard, monitor, and most often printers.

E. Computer-related equipment and peripherals can be defined as zip drives, external drives (CD ROMS, etc.), diskettes, scanners, microphones, external speakers, and other components.

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G. The Forensic Unit supervisor will be notified when anticipating the seizure of

computer-related equipment.

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f. The computer and its peripherals are now ready to be collected and packaged.

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ALL REQUESTS FOR SUPPORT WILL BE APPROVED BY THE INVESTIGATIVE SERVICES UNIT COMMANDER AND COORDINATED THROUGH THE FORENSICS UNIT COMMANDER.

Redaction Log

Total Number of Redactions in Document: 14

Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
2	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	3
2			1
3	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	3
4	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	5
4			1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
		2(1) 4(1)
INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1(1) 2(3) 3(3) 4(5)