



MARION COUNTY SHERIFF'S OFFICE

POLICY 2230

POLICY 2230 – COLLECTION, PRESERVATION & ANALYSIS OF DIGITAL EVIDENCE – COMPUTER CRIMES

POLICY

This policy applies to all sworn employees of the Marion County Sheriff's Office, Enforcement Division.

1. Marion County Sheriff's Office Computer Forensics Unit certified computer forensic examiners will carry out the collection, preservation and analysis of in-depth digital evidence cases.
 - Deputies in the process of obtaining examiner certification may carry out the collection, preservation and analysis of in-depth digital evidence cases under the direction of the certified computer forensic examiner.
2. The computer forensic examiner will:
 - Ensure the source media and data are maintained in their original, unaltered state.
 - Recover, unlock and access deleted files, hidden data, password-protected files and encrypted files as necessary.
 - Examine unallocated and slack space for relevant data as necessary.
 - Provide a report of findings to the submitting deputy in a timely manner.
3. Deputies trained in the use of the Cellbrite® Universal Forensics Extraction Device (UFED) cell phone extraction system may collect the information from cell phone for an ongoing criminal investigation.

4. Prior to collecting the digital information, deputies will obtain a search warrant, have probable cause or obtain consent to search.

DEFINITIONS

Computer Forensic Examiner:	A sworn deputy of the Sheriff's Office specially trained in the techniques of computer data recovery and seizure. Required training normally consists of successful completion of the Certified Forensic Computer Examiner program through the International Association of Computer Investigative Specialists.
Computer System:	Any laptop computer or computer monitor, CPU, hard drive, I/O device, modem, CD ROM and/or floppy drive configured to work together as a unit or cabled together externally.
Recording Device:	CD ROM, floppy drive, tape drive, zip drive, jazz drive, magnetic-optical drive, PDA, USB memory storage device, hard drive, or any other type of hardware used to store data that may or may not be connected to a computer system.
Recording Media:	Floppy, jazz, zip, magnetic-optical, CD-R, CD-RW, DVD+/-R, or DVD+/-RW disk. Any tape or other type of media used to store data.

signed
SHERIFF JASON MYERS

4/10/2012
EFFECTIVE DATE

[Click here to acknowledge you have read and understand this policy.](#)