

A. Purpose:

To assist law enforcement agencies in capturing video/audio evidence for investigative or evidentiary purposes from video/audio systems.

B. Responsibility:

Forensic Science Examiners assigned to the Multimedia and Image Enhancement Unit or performing casework in the Unit.

C. Procedure:

1. Laboratory personnel shall assist the law enforcement agency in processing and retrieving video evidence in accordance to the law. The burden of consent or search rights will be the responsibility of the requesting agency.

Upon request for video retrieval assistance, the Deputy Director shall be informed of the request and will issue approval if the Unit will provide assistance. All contact information will be recorded on the Crime Scene Assistance Form (current version is located in the Controlled SOPs folder – Other Forms).

2. The capture process of video and audio evidence shall be conducted as defined in SOP-MMIE-07, SOP-MMIE-08, SOP-MMIE-09 and other applicable SOPs depending on the case.
3. Examiners will make arrangements to meet law enforcement personnel at the scene of the retrieval. Law enforcement personnel must be present at all times on-scene when the Unit is conducting a retrieval.
4. The examiner will document capture techniques utilized in obtaining evidence. All documentation and information on the system and actions taken at the scene will be documented on the MMIE Scene Retrieval Worksheet.

If video files are able to be extracted, the requesting agency will be provided a compact disk or provided a thumb drive containing the retrieved data. The requesting agency will be requested to fill out a Request for Analysis Form (SOP-ER-02:1).

5. The compact disk containing the retrieved files/video will be turned over to the law enforcement agency's scene commanding officer to maintain chain of custody. This officer will sign for the media that was provided to him on the MMIE Scene Retrieval Worksheet. The original download will be contained on the Unit laptop which is password protected.
6. Upon return to the Unit, the examiner will download the recovered files to some type of electronic media and can submit these files as a case to the Evidence Receiving Unit. If the analyst has been trained in the intake of evidence by the Evidence Receiving Unit, the analyst may create the case in Justice Trax and transfer the evidence to a storage location. A laboratory case will be initiated

Approved by Director: Dr. Guy Vallaro

or continued in Justice Trax and the submitted evidence will be transferred to video storage for archival storage. The files on the Unit laptop may be deleted at this time.

7. If the video retrieval was unsuccessful, this information will be documented on the Crime Scene Assistance form and a report may be issued to the agency, if requested.

In the event that the DVR system must be removed from the scene, this system will be disassembled and turned over to the law enforcement agency representative. The law enforcement agency will handle all chain of custody, consent/warrant and other paperwork relating to the seizing of the system. The law enforcement will be responsible for submitting the DVR system to the laboratory to be examined.

8. A case jacket will be maintained in the MMIE Unit containing at a minimum: the MMIE Scene Retrieval Worksheet, the evidence receiving paperwork, any notes and a copy of the Crime Scene Assistance form.

D. References:

State of Connecticut, Department of Public Safety, Administration and Operations Manual