

HONOLULU POLICE DEPARTMENT
POLICY
LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

December 3, 2019

Policy Number 1.17

RECOVERING DIGITAL MEDIA EVIDENCE

POLICY

The Crime Analysis Unit (CAU) shall provide technical support and expertise to investigators who request for help with the handling or recovery of digital media evidence (DME).

PROCEDURE

I. THE CAU ROLE

CAU personnel shall provide technical support to investigators for the preservation, recovery, and/or clarification of DME.

- A. The assigned investigator shall remain the primary contact, although CAU DME assistance is requested for a case.
- B. The CAU shall process requests from patrol officers or investigators for on-scene DME technical support or expertise.
- C. The Crime Analysis Request, HPD-107B form, shall be submitted to the CAU, via channels, to request for assistance.

II. RECOVERED DME

- A. The investigator shall be responsible to complete the Digital Multimedia Evidence Recovery, HPD-503 form, for all CAU DME recoveries.

- B. The investigator should accompany the CAU to the location of the DME recovery. The investigator shall provide the date, time, and location for the DME recovery.
- C. The CAU shall recover the DME in accordance with training and best practices.
- D. The CAU shall provide the investigator with the original and two copies of the Digital Multimedia Evidence Recovery, HPD-503 form.
- E. The investigator shall submit the recovered DME into evidence per Policy 8.13, HANDLING OF EVIDENCE AND FOUND PROPERTY.
- F. The CAU shall document the recovery of the DME in the police report and submit any other related reports.

III. DME RECOVERED BY THE INVESTIGATOR OR PATROL

There may be occasions where the DME is recovered by the patrol officer or investigator and it cannot be replayed without the proprietary player from the original digital video. The CAU may be called upon to convert the DME into a playable recording.

- A. If at all possible, the CAU should work with only the original DME that had been submitted into evidence.
- B. If the original DME has not yet been submitted into evidence, it shall be the responsibility of the investigator to present the DME to the CAU. The investigator shall remove the original DME from evidence and hand carry it to the CAU.
- C. The CAU will make a copy of the original DME, in the presence of the investigator, and return it back to him or her.
- D. The CAU will then convert the DME video in accordance with training and best practices.

- E. Once successfully completed, the CAU shall provide the investigator with two copies of the recovered DME.
- F. The investigator shall submit the original and converted DME into evidence per Policy 8.13, HANDLING OF EVIDENCE AND FOUND PROPERTY.
- G. The CAU shall annotate the recovery and/or conversion of the DME and submit any related reports and/or other documents in the police report.

IV. COMPUTER/HARD DRIVE RECOVERY

In certain circumstances, the Digital Video Recorder or player/system on which the DME resides must be physically taken in order to recover video. For these cases, Information Technology Division digital forensics personnel shall be contacted. Refer to Policy 8.18, COMPUTER AND DIGITAL FORENSIC REQUESTS, for processing.



SUSAN BALLARD
Chief of Police

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