



# SUBMISSION OF DIGITAL EVIDENCE TO THE DIGITAL FORENSICS LABORATORY

**INDEX CODE: 1832**  
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### **I. POLICY**

This directive outlines procedures for the submission of digital evidence to the Digital Forensics Laboratory for forensic examination.

The Digital Forensics Laboratory currently accepts submission of cases from the Anne Arundel County Police Department and any other County agency conducting criminal investigations within the County, such as the Fire Marshal's Office or State's Attorney's Office. All requests for service must be submitted according to this Index Code.

### **II. RESPONSIBILITIES**

Upon recovery of digital evidence, it is the responsibility of the investigating officer or detective to request a forensic examination of the item(s) recovered. This request will be made to the Digital Forensics Laboratory that provides specially trained examiners to conduct forensic examinations and evidence recovery.

### **III. PROCEDURES**

**A. *To request a forensic examination by the Digital Forensics Laboratory, the investigator will submit a Service Request through BEASTiLIMS. The investigator will answer all questions regarding the submitted items and the types of data to recover.***

**B. *Unless otherwise directed, all collected evidence will be submitted to the Property Management Section after collection. Items that will be submitted for examination should be packaged separately from other evidence. Evidence is picked up and brought to the Digital Forensics Lab by the forensic examiner. Evidence will be directly accepted to the Digital Forensic Lab for analysis by appointment only. All evidence must be entered into Mark43 prior to acceptance at the Digital Forensics Lab.***

**C. *Written documentation authorizing the search, such as a search warrant or signed consent form, is required and must include appropriate language that specifically permits the examination of the submitted items. A copy of the documentation must be uploaded to BEASTiLIMS and attached to the Service Request.***

**D. Investigators should seize any computer components, peripherals or other digital evidence necessary to support the criminal case in court. However, the Digital Forensics Laboratory will only accept the computer, removable media, and/or other devices that are expected to contain digital evidence or are necessary for the lab to conduct the analysis. The lab will not accept other components, including but not limited to, keyboards, mice, monitors, printers, scanners, web cams, etc, which do not normally contain digital evidence. Additional items that should be seized and delivered to the lab include specialized cables and external power supplies for laptop computers, PDA's, and digital cameras and external storage devices for removable media which has been seized such as Zip drives, Jaz drives and tape drives.**

*E. When multiple items are submitted belonging to the same person, the investigator will include in the comments of the Service Request which items should be prioritized. In cases with multiple items, the Digital Forensics Laboratory will examine only those items that are most likely to contain evidence related to the crime being investigated.*

*F. The Digital Forensics Laboratory will prioritize examination requests based on the nature of the crime, potential risks to public safety, pending court dates, and/or the likelihood that evidence will be recovered from the submitted items. Investigators should contact the Digital Forensics Laboratory directly if factors exist to prioritize an examination.*

**IV. PROPONENT UNIT:** Digital Forensics Lab.

**V. CANCELLATION:** This directive cancels Index Code 1832, dated *12-18-17*.