



Evidentiary Digital Media and Investigative Copy of Digital Media

The purpose of this Training Bulletin is to provide clarification when it comes to evidentiary digital media and an “advance working” copy of that digital media made for Investigations. Policy 802, Field Operations Manual Sections 19 and 44, Training Bulletins 19-19 and 19-20 cover evidence policy and procedures to include digital media evidence.

All photographs, or videos taken by department members, or any digital media collected, shall be booked into Evidence and entered into P.E.A.B.I.T.S. (Property/Evidence Automated Booking Information Tracking System) also known as, REMEDY.

If there is a need to make an “advance working” copy of the digital media for investigative purposes, a copy can be made of the original digital media prior to booking into Evidence. The department member will document in his/her report that the original digital media was booked as evidence and a copy was given to Investigations. When Investigations no longer needs the “advance working” copy of the digital media, it shall be destroyed. Investigators must document at the close of the case they have purged any copies.

Discovery Clerks will still need to follow policy and procedures and make a copy of the original item booked into Evidence for discovery purposes. This is to protect the chain of evidence.

If additional digital media is collected for an incident, a supplemental report shall be completed by the department member collecting the evidence and the new evidence shall be booked into Evidence. If there is a need to make an “advance working” copy of the newly collected digital media for investigative purposes, a copy can be made of the original new digital media, prior to booking into Evidence. When Investigations no longer needs the additional “advance working” copy of the new digital media, it too shall be destroyed. Investigators again must document at the close of the case they have purged any copies.

