



**COMPUTER CONFISCATION  
WORK INSTRUCTIONS (TCH-W007)**  
Clarksville-Montgomery County School System

**1.0 SCOPE:**

- 1.1 This work instruction outlines the steps taken by the Technology Dept to confiscate a machine.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Technology Dept

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Technology Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 None.

**NOTE:** During the process of responding to computer abuse, as few people as possible are to be involved in the process. Technology department investigators will be present during this confiscation.

**5.0 WORK INSTRUCTIONS:**

**IF THE MACHINE IS AN EMPLOYEE RESOURCE**

**If the machine is still in the employee's possession:**

- Upon arriving in the building, contact an administrator or the employee's supervisor to accompany you to confiscate the machine.
- Take photographs and document all connections to the computer as well as what is on the screen.
- If the machine is on, conduct a force shutdown and then disconnect the machine.
- Begin documentation of the Chain of Custody Form to show the date and time of confiscation and any further actions taken with the evidence.
- Obtain information regarding the nature of the case from administrator or supervisor.
- Document computer and hard drive information on the top portion of the Chain of Custody Form
- Secure all evidence in the evidence locker until ready to proceed with the forensics investigation ([TCH-W008](#)).

**If the machine is in an administrator's or supervisor's possession:**

- Upon arriving in the building, contact the administrator or supervisor who has possession of the machine.
- Document what is on the screen, if anything.
- If the machine is on, conduct a force shutdown.
- Begin documentation of the Chain of Custody Form to show the date and time of confiscation and any further actions taken with the evidence.
- Obtain information regarding the nature of the case from administrator or supervisor.
- Document computer and hard drive information on the top portion of the Chain of Custody Form



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- Secure all evidence in the evidence locker until ready to proceed with the forensics investigation ([TCH-W008](#)).

**IF THE MACHINE IS A STUDENT RESOURCE**

- Collect information regarding the nature of the case from administrator or supervisor.
- Document computer and hard drive information on the top portion of the Chain of Custody Form
- Secure all evidence in the evidence locker until ready to proceed with the forensics investigation ([TCH-W008](#)).

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Computer Abuse Discovery Procedure ([TCH-P026](#))

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None identified.				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
Draft		Initial Release
3/28/23	A	Removed references to repair shop and hard drives being taken out as well as references to TCH-F026
6/27/24	B	Updated the Note at the beginning of the procedure to remove “a minimum of two” technology investigators to reflect the current process.