



SECURING COMPUTER EVIDENCE (TCH-W009)

Clarksville-Montgomery County School System

1.0 SCOPE:

This work instruction outlines the steps taken by the technology department to secure computer evidence.

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

2.0 RESPONSIBILITY:

2.1 Technology Department

3.0 APPROVAL AUTHORITY:

3.1 Chief Technology Officer

Signature

Date

4.0 DEFINITIONS:

4.1 None.

5.0 WORK INSTRUCTIONS:

5.1 Bag and tag:

- Place evidence in an evidence bag.
- Cut bag to size of evidence while still maintaining enough physical size for evidence labels.
- Seal the bag using an electronically heated sealing device.
- Complete the two case information labels corresponding to the correct case number and attach one label to the front side and one label to the back side of the evidence bag.
- Sign the four bar-coded evidence labels and place one label over each of the four edges of the evidence bag in such a way that the evidence can not be removed without damaging the label.
- Secure evidence in the evidence locker along with the original chain of custody form.

6.0 ASSOCIATED DOCUMENTS:

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

6.2 Machine Confiscation ([TCH-W007](#))

6.3 Forensic Investigation ([TCH-W008](#))

6.4 Chain of Custody Form ([TCH-F026](#))

7.0 RECORD RETENTION TABLE:

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

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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