
	MESQUITE POLICE DEPARTMENT
	306.50 SENSITIVE FORENSIC EVIDENCE PROCEDURES
	Effective Date: September, 2019
	Approved: _____  Chief of Police

- I. Purpose

To establish guidelines to ensure the security of Sensitive Forensic Evidence (SFE) gathered and maintained by Mesquite Police personnel. It is very important that the Mesquite Police Department maintain the security of Sensitive Forensic Evidence while that evidence is in the custody of the Department. Sensitive Forensic Evidence includes but is not limited to video or images containing:

 - A. Pornography
 - B. Child Pornography – Illegal to possess outside of police custody or judicial proceedings.
- II. Policy

It is the policy of the Mesquite Police Department to ensure that all SFE will be properly secured, stored and retrieved, while maintaining detailed documentation of the chain of custody for each item. Any deviation from this General Order must have the approval of a Command level supervisor.
- III. Viewing of Sensitive Forensic Evidence
 - A. Sensitive Forensic Evidence will be checked out of the Property Room according to the procedures in G.O. 306.00 when access to the evidence is needed for case preparation.
 - B. Only sworn personnel with a legitimate need will view SFE at a designated private viewing station. The SFE will be returned to the Property Room upon completion of the viewing.
 - C. Sensitive Forensic Evidence will **NOT** be transferred to any other workstation computer, device or any other digital storage medium.
- IV. Duties of the Investigator Assigned to Case

In addition to other routine duties as assigned, investigators assigned the case involving SFE are required to:

 - A. Document all actual or potential SFE into Spillman for the property room and check the drop down box for “Comp Lab-Computer Lab in CID”.
 - B. Fill out the Examination Request before delivering any device or storage medium with actual or potential SFE to the Crime Lab.
 - C. Once the examination is complete and the device or storage medium along with the encrypted SFE is delivered back to the investigator, he/she shall return the items to the property room.
- V. Duties of the Crime Lab Personnel
 - A. Ensure upon receiving an electronic device that the Examination Request is properly filled out by the requesting officer and the search warrant or consent form is signed.
 - B. Log the device into the Crime Lab computerized evidence log.
 - C. Complete the examination of the electronic device.
 - D. Determine if the examination reveals SFE.
 - E. All SFE will be transferred to a digital medium and **encrypted**.
 - F. The encrypted SFE and the original electronic device or digital storage medium from which it was retrieved will be delivered back to the investigator.
 - G. The Crime Lab investigator will document on the Crime Lab computerized evidence log the date, time and which investigator received the SFE and device.

VI. Duties of the Crime Lab Supervisor

In addition to routine supervisory duties, the sergeant supervising the Crime Lab is required to:

- A. Ensure proper procedures are followed before, during and after an examination.
- B. Ensure all equipment is in working condition.
- C. Ensure all Crime Lab investigators are current with their certifications.
- D. Ensure Crime Lab software and related maintenance agreements are up to date.
- E. Ensure that SFE is maintained in accordance with this General Order.

VII. Any police officer who believes there is evidence of SFE should document the incident with a report and log the evidence into the Property Room in accordance with G.O. 306.00. The officer shall not view the evidence prior to logging it into the Property Room. The evidence will only be viewed in accordance with section III of this G.O.

EFFECTIVE: September, 2019



MESQUITE POLICE DEPARTMENT FORENSIC UNIT

Mesquite Police Department, 777 N. Galloway Ave., Mesquite, TX 75149
• Phone: 972-216-6217 • Fax: 972-216-6748

MPD FORENSIC EXAM REQUEST

INSTRUCTIONS:

Include with the Exam Request the required items listed below. **Please note - missing items will delay processing.

- ☐ Chain of Custody or Receipt of Personal Property (If not from MPD)
- ☐ Consent Search or Search Warrant
- ☐ Copy of Police Report/Offense (If not from MPD)

Date of Request:		Date of Warrant / Consent (REQUIRED):	
Requestor Information (required)			
Requestor's Name:	Phone #:	<input type="checkbox"/> Non-Urgent <input type="checkbox"/> Urgent (Explain):	
CID Unit:	Agency Address: (If not from MPD)		
Request Information (required)			
<input type="checkbox"/> Computer Towers(s) <input type="checkbox"/> Thumbdrive(s) <input type="checkbox"/> PDA(s) <input type="checkbox"/> Laptop(s) <input type="checkbox"/> Cell Phone(s) <input type="checkbox"/> Other <input type="checkbox"/> Hard Drive(s) <input type="checkbox"/> CD/DVD(s)			
Requested Searches (please describe in detail what you wish to find - i.e. images, chat logs, emails, names, account numbers, etc.):			
Authorization for Services (Check one)			
<input type="checkbox"/> Search Warrant <input type="checkbox"/> Consent Search <input type="checkbox"/> Abandoned Property <input type="checkbox"/> Other:			
Investigative Case Information (required)			
Case Number:		Case Title(Suspect/Defendant):	
Type of Crime:	Logical Examination <input type="checkbox"/> (Basic examination)		Physical Examination <input type="checkbox"/> (Possibility to get deleted data)
Email Addresses:	Items that were submitted:		• • •
Passwords:	Item 1) Physical Description:		• • •
Chat Identities:	Model & Serial #:		• • •
	Password (if applicable):		• • •
	Item 2) Physical Description:		• • •
	Model & Serial #:		• • •
	Password (if applicable):		• • •
	Item 3) Physical Description:		• • •
	Model & Serial #:		• • •
	Password (if applicable):		• • •
MPD Forensic Lab (Lab fills this part out)			
Received by:		Returned to:	
Date / Time:		Date / Time:	

