Document the device and all collection procedures and information.

Photograph OR Video OR Sketch

Notes

Chain of custody

Determine if the device is on or off.

Look for lights
Listen for sounds
Feel for vibrations or heat

Disassemble (see Step 5)
Transport (see Step 6)

If the device is on, proceed with **CAUTION**.

1. Do not type, click the mouse, or explore files or directories without advanced training or expert consultation.
2. Ask about passwords and/or encryption of the system.
3. Observe the screen, and look for any running programs that indicate access to Internet-based accounts, open files, encryption, or the presence of files or data of potential evidentiary value.
4. If you see anything on the screen that concerns you or needs to be preserved, consult with an expert (if you don’t know who to contact, call the number on the inside cover of this manual).
5. Photograph the screen.
6. Once you are prepared to power down the system, pull the plug from the back of the computer system.
7. Remove the battery from a laptop system.

Disassemble and package the system

You may need to collect other forensic evidence including fingerprints, biological samples, DNA, etc. from computer systems, digital devices, and electronic media. Work with crime scene service technicians or trained forensic personnel to preserve such evidence without disturbing the integrity of the digital media.

**WARNING**

Photograph the system from all perspectives
Clearly mark evidence and document chain of custody, location, and other important details about the seized item(s)
Check media ports and CD/DVD trays for the presence of removable media

Package the system, and peripheral devices, for transport using laptop bags (if applicable), boxes, or evidence bags
Disconnect and secure cables

Transport.

Deliver evidence to a secure law enforcement facility or digital evidence laboratory as soon as possible

Protect from temperature extremes and moisture
Do not place evidence in the cruiser’s trunk

Protect from electro-static discharge

Package evidence so it will not be physically damaged or deformed

Information provided by Massachusetts Digital Evidence Consortium