



COMPUTERS

West Manheim Twp. Police Dept.

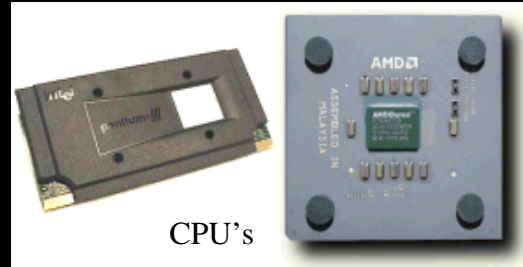
Property Manual

1



If computer is on, **photograph monitor screen** and **unplug** power supply from the back of the computer (CPU). Photograph all hardware connections and label wires.

2



CPU's

Computer **components and hardware** can be **handled as described under "Large Items"** in this manual. If item is a **central processing unit (CPU)**, Go To STEP #3.

3



Original Container

Place CPU in its **original container**, if available, or a **cardboard box** in an **upright position**. Fill box with *foam padding* or *bubble wrap* to prevent shifting. Do not use loose styrofoam.

4

- : Seal box with packing tape.
- : Seal box with evidence tape.
- : Affix tag to front of box with clear tape.
- : Label box "THIS END UP."
- : Mark box "FRAGILE, SENSITIVE ELECTRONIC EQUIPMENT-KEEP AWAY FROM MAGNETIC FIELDS."



Points of Interest

- Protect from *static electricity*, *heat*, and *magnetic fields*. Do Not transport in trunk of police vehicle.
- Handle hardware such as the computer tower and circuit boards as FRAGILE items.
- Do not operate computer to view data if it has evidentiary value. Windows swap files and unallocated file space can be *overwritten* or data destruct programs can be initiated if operated by other than a *computer expert*.
- *If data has evidentiary value*, a Bit Stream Image Back Up to copy and preserve data, should be performed by a computer expert as soon as possible.
- If known, record the Make, Model, Serial #, Operating System, Internet Service Provider (ISP) and Passwords. If Networked, document type of software used and location and number of servers.
- If in doubt, consult a forensic computer specialist. Destroyed or altered data may not be recovered.