

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 8.09
		Issue Date: April 14, 2023
		Revision Date:
CHAPTER: Investigations		
SUBJECT: Digital Evidence Case Triage, Prioritization, Assignment and Access		Related Laws: ORS 133.539; ORS 133.633; ORS 133.643

POLICY: This policy defines how digital forensics examinations of evidence are triaged, assigned, and prioritized by the Lane County Sheriff's Office. This policy applies to all digital forensics personnel. Along with access control and security for the digital forensic office.

RULE: Digital forensics personnel are responsible for working their assigned cases and keeping the digital forensics supervisor updated with information about their cases.

PROCEDURE:

I. Personnel Responsibilities

- A. The CIS Detective Sergeant (digital forensics supervisor) is responsible for the intake, triage, assignment, and prioritization of investigations based upon the facts known about each case. The digital forensics supervisor may change the assignment or prioritization of cases when new facts are discovered which necessitates a change.

II. Case Prioritization

- A. Cases should be prioritized as set forth below for processing and examination:
 1. Imminent credible threats of serious bodily injury or death to persons known or unknown, including examinations of evidence necessary to further the investigation of an at-large or unknown suspect who poses an imminent threat of serious bodily injury or death to persons known or unknown.
 2. Potential threat of serious bodily injury or death to person(s).
 3. Imminent credible risk of loss of or destruction to data of significant value.
 4. Immediate pending legal proceeding, or non-extendable, outcome-determinate legal deadline.

5. Non-criminal investigations.

III. Exceptions and Modifications to Case Prioritization

- A. Under special circumstances and on a case-by-case basis, the digital forensics supervisor may authorize a case to be investigated outside of its normal prioritization classification. The reassignment should only be for the duration of the exigent circumstance.

IV. Assignment of Cases

- A. Generally, cases shall be assigned to digital forensics personnel at the discretion of the digital forensics supervisor on a rotational basis. There may be times, however, that cases are assigned to certain digital forensics members based upon their unique level of experience, or in cases that require specific qualifications of the examiner.

V. Request for Examination of Evidence

- A. All digital forensic examinations will begin with a request for an examination of evidence made by the case agent (typically the arresting/investigating deputy or detective assigned). The request for forensic examination of digital evidence shall be made through the completion of an LCSO Digital Forensic Analysis Request Form. The completed form shall be submitted electronically to the digital forensics supervisor for review and assignment. Additionally, a copy of a signed search warrant, or signed consent to search form, authorizing and detailing the examination to be performed, shall be included with the request sent to the digital forensics supervisor.

VI. Physical Access

- A. Lane County Sheriff's Office digital forensics personnel perform digital forensic analysis and investigations that are sensitive in nature. Digital evidence, forensic equipment, and access to forensic reports and other artifacts must be controlled to maintain strict confidentiality and authenticity of information.
1. It is the responsibility of every digital forensics member to ensure the safety and security of the facility. Personnel must make every effort to maintain security and ensure no unauthorized people enter restricted areas of the facility.
 2. Any unauthorized access to the Digital Investigations Office or other restricted area shall be immediately reported to the digital forensics supervisor.
 3. Maintaining the physical security of the Digital Investigations Office is the responsibility of all Lane County Sheriff's Office personnel.

4. Any visitor to the Digital Investigations Office must always be accompanied by a digital forensics staff member, to maintain chain of custody of digital evidence, and prevent unauthorized access to any evidence within the office.
5. The Digital Investigations Office is only to be accessed by Lane County Sheriff's Office digital forensics personnel and other individuals specifically authorized. An entry/exit log is maintained in the office and all access must be documented.
6. All visitors to the Digital Investigations Office must complete an entry in the Visitor Logbook, which will include the visitor's name, agency (if applicable), date and time of entry, date and time of exit, and reason for the visit. The logbook shall be maintained forever.