



Winters Police Department

John P. Miller, Chief of Police

702 Main Street, Winters, CA. 95694

GENERAL ORDER #16-05 DIGITAL EVIDENCE

Date: September 30, 2016

I. PURPOSE AND SCOPE

This General Order establishes procedures to safely and securely retain digital evidence and ensure the chain of custody of such evidence.

II. POLICY

Members of the Winters Police Department coming into possession of digital video, audio, or images that potentially serve an evidentiary value will follow the procedure below to securely retain and memorialize the evidence.

III. PROCEDURE

Members of the Winters Police Department coming into possession of digital video, audio, or images that potentially serve an evidentiary value will transfer the data to a CD/DVD and place the CD/DVD into evidence, as soon as practical.

Refer to "Attachment A" for instructions on transferring files to a CD/DVD.

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HOW TO WRITE TO A CD/DVD

Note – WPD only stocks DVD-R's for their increased storage capacity

- 1) Save your photos, videos, and/or audio files to the case folder.
- 2) If single file to be written to the DVD, RIGHT click on the file and select “Send to.” If several files, LEFT click, drag across to highlight the file(s), then Right click and select “Send to.”
- 3) Select “DVD RW Drive D:”. The DVD tray will automatically open. Insert DVD and close tray.



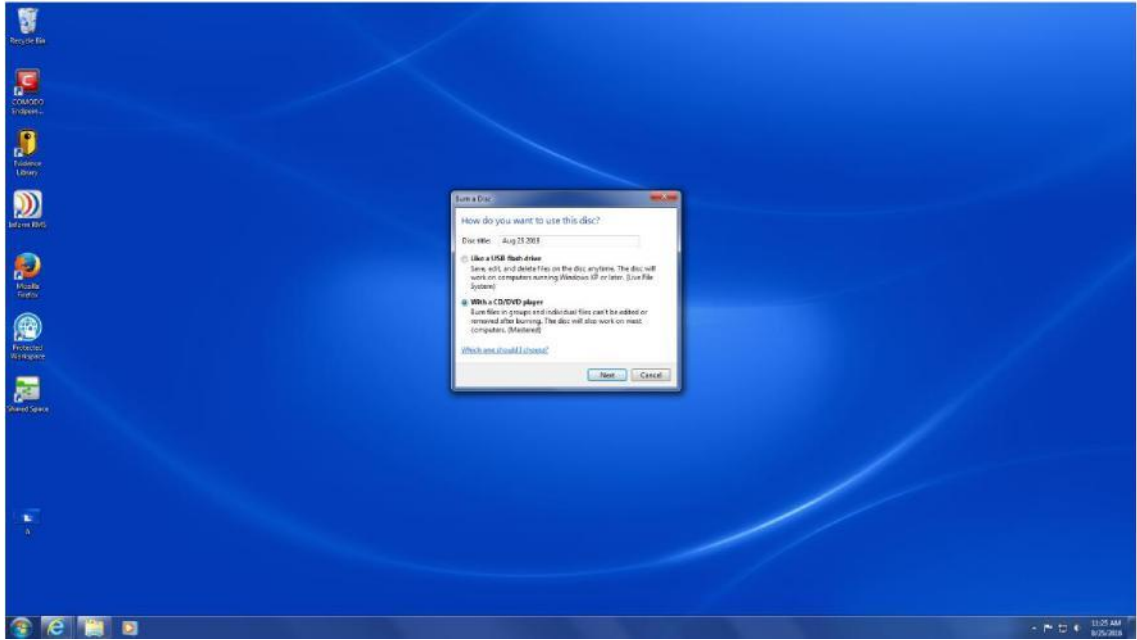


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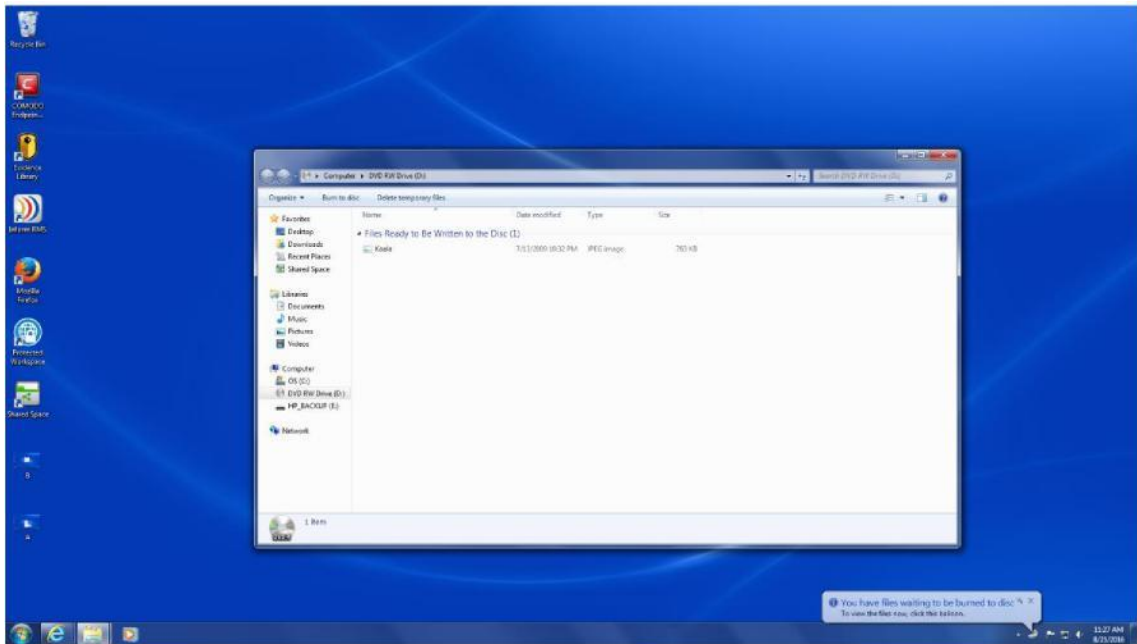
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- 4) Once the disk is recognized, then next window will open. Select “With a CD/DVD player” and click “Next.”



- 5) Ensure all the files you wish to write to the DVD are present.



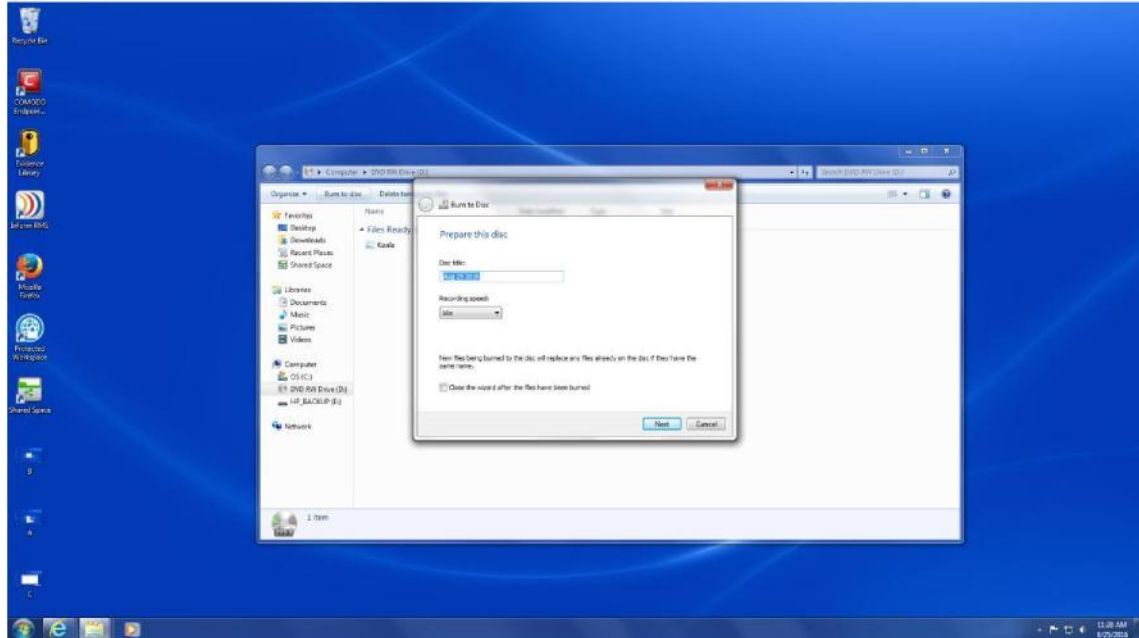


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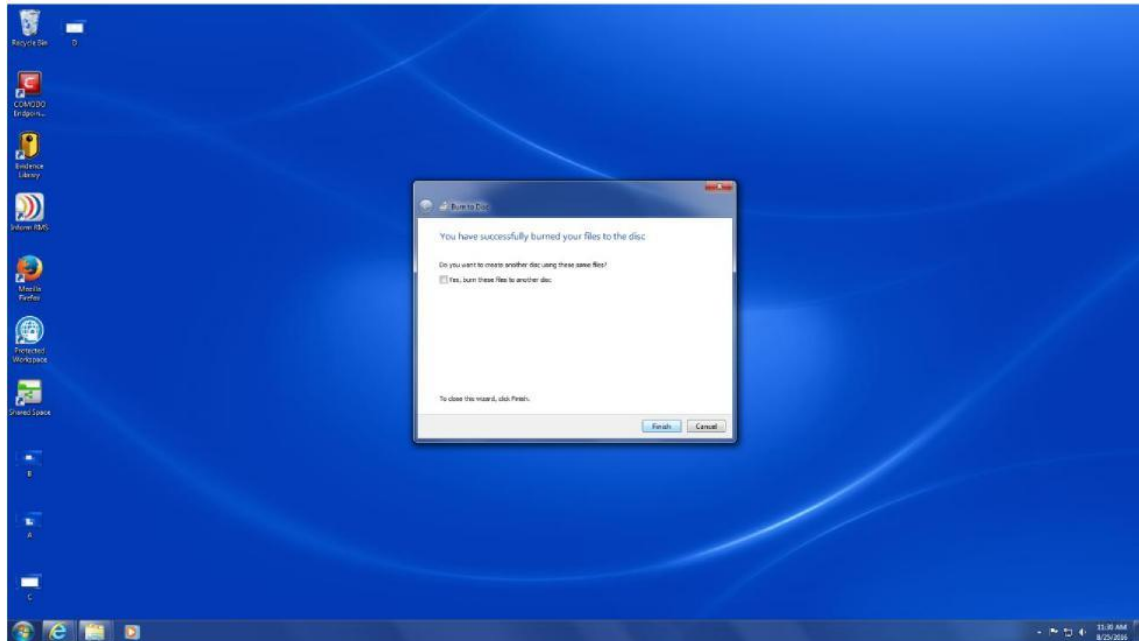
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- 6) Click on “Burn to Disk” then “Next” when the window opens.



- 7) After the file(s) are written to the disk and the window opens indicating it was successful, click on “Finish.”





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- 8) The DVD tray will re-open. It is recommended to reinsert disk, open the disk folder, and ensure all files were successfully saved to the DVD.
- 9) Re-open the tray., retrieve the DVD, and place in a protective sleeve.
- 10) Seal with evidence tape, write the date and initial across the tape, and place into evidence locker.
- 11) Document DVD on property report form.