



BOOKING CELLPHONES FOR EVIDENCE

On April 17, 2024, the Ventura County District Attorney's Office (DA) published a Training Alert titled *Preserving Mobile Devices for Examination* (#2024-04). As a result of the DA's training alert and an uptick in the seizure of mobile devices by officers, the VCCCD Police Department has instituted an updated standardized practice for booking cellphones and mobile devices for evidence and forensic processing.

PROCEDURE

Safekeeping & Found Property:

Mobile devices being held for safekeeping or turned in as found property should be left powered-on for as long as possible and packaged in accordance with the General Packaging Guidelines outline in the *Property and Evidence Procedures and Packaging Manual*. No special handling is required for these items.

Evidence:

Mobile devices being seized as evidence must be packaged in accordance with the guidelines provided by the DA's Office to ensure any data needing to be extracted is properly preserved, as follows:

1. [REDACTED].
2. Place the device in Airplane Mode whenever possible.
3. Turn off Wi-Fi and Bluetooth™.
4. Remove SIM cards whenever possible.
5. Place the device into a faraday bag, ensuring the device [REDACTED] [REDACTED] (see Figure 1).
6. Secure the faraday by rolling the top closed two times and securing it closed using the hook-and-loop fastener (see Figure 2).
7. Print a RIMS label and place it in the plastic window sleeve outside the bag (see Figure 1).
8. Place the closed faraday bag inside a 12" x 15" manila envelope or a printed brown evidence bag and secure the envelope following the General Evidence guidelines on Page 22 of the *Property and Evidence Procedures and packaging Manual*.
9. As soon as possible, submit the mobile device to the [REDACTED] of the [REDACTED] [REDACTED].

It is extremely important that mobile devices being seized as evidence be [REDACTED] [REDACTED]! As soon as possible, submit mobile devices to the [REDACTED] of the [REDACTED] [REDACTED]. Contact the [REDACTED] at [REDACTED] for any questions.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

TRAINING BULLETIN

#24-011

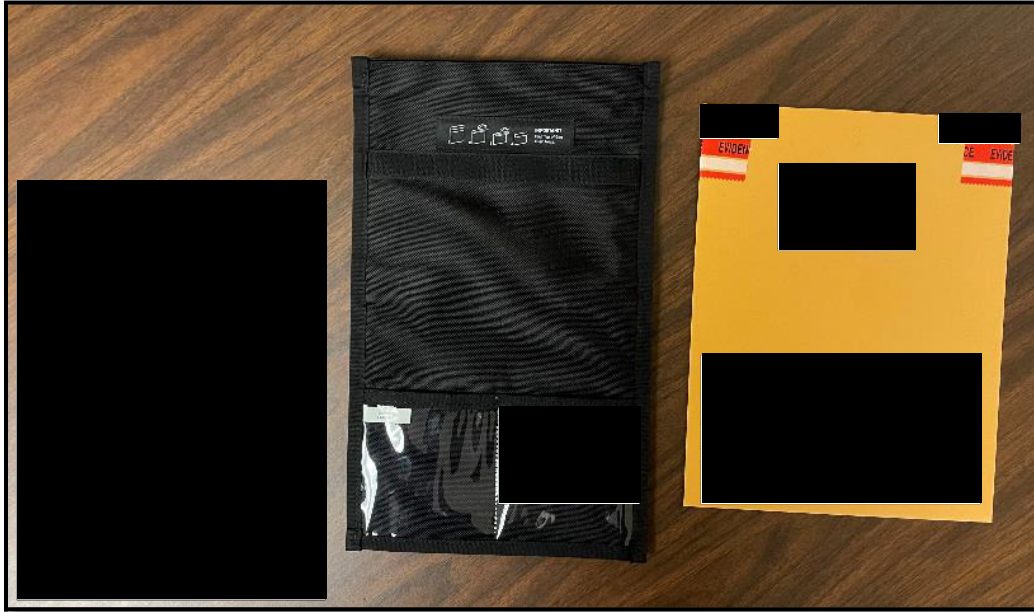


Figure 1 From left to right: Seized mobile device connected to the portable charger, faraday bag with a RIMS label in the pocket, manilla envelope with RIMS label and information on the front.



Figure 2 Closed faraday bag

Training Bulletin composed by:
CSO Andrew Bumblis