



Guidelines for digital video recorder (dvr)/network video recorder (nvr) submissions:

- Make sure to obtain consent or a search warrant before obtaining a dvr or nvr. Submit the warrant or consent form to the laboratory with the recorder. Consent forms will require the consenter's name, signature, their place of address, and the make, model and serial number of recorder. No analysis can be done on a dvr or nvr until a consent form or search warrant is filled out and reviewed by a laboratory analyst.
- The consenter should also be aware that damage could occur if submitted. However, the laboratory staff will take precautions to return the item(s) in the same, or better conditions than when received.
- Obtain the recorder quickly since it will eventually record over older video.
- Be sure to document with a camera, the video recorder's current date and time with that of an atomic time source. That way, if there is a difference between the recorded date/time and the actual date/time, the time offset can be calculated.
- Document the recorder menu settings with a camera. This is important especially if the recorder uses motion detection. Document which camera(s) are motion detection activated. If someone is suspected of deleting video, remove any network connection. Then using the recorder menu, log files may be exported to show user log-ins, activity and when a camera's motion detection was active or not active.
- If the recorder can be powered down via the internal menu, power down the recorder. If not, go ahead and pull the plug. Document which method was used.
- Be sure to submit the power supply since some are unique to the recorder.
- Try and obtain the user name and password needed to log into the recorder.
- If a manual is available, please submit it.

- If the owner of the recorder wants it back quickly, let the forensic laboratory know as soon as possible. Although the lab personnel will make the attempt to return the recorder back to the submitter in a timely manner, it may have to be put on hold if criminal activity has been recorded.
- Make sure to include the address of where the recorder was obtained, make/model and serial number of the recorder on the submission form.
- Even if a recorder has been damaged, such as fire damage, there still is a chance the forensic laboratory can obtain video from the hard drive.
- It is recommended that the forensic laboratory make a forensic image or “copy” of the entire contents of the recorder’s hard drive. That way, if additional video needs obtained and the recorder has already been returned the owner, the forensic laboratory will have access to the video.
- If a forensic image of the recorder hard drive is made, the submitting agency will have to provide a hard drive in which the copied data will be placed onto. The provided hard drive will need to be at least twice size of the evidentiary video recorder hard drive. Eg. If the submitted DVR hard drive is 1 terabyte in size, a 2.5 Tb or larger hard drive will need to be provided to the forensic laboratory for copying the data. An SFM FL video technician may need to open up the recorder to see what size hard drive is inside.
- Please make sure that no other data is on the provided video extraction destination hard drive as it may become deleted from the drive.
- On the submission form, include the scope of time that needs to be saved and reviewed from the recorder. The submitter may need to review the saved-out video, prior to analysis, since the hard drive may contain tens of thousands of videos.
- For systems with multiple outside cameras, take photos and document the directions the cameras are pointed. This is helpful for creating top down view charts.