

CULVER CITY POLICE

TRAINING INFORMATION

DATE: March 12, 2026

NO: 2026-04

Policy 600 – Investigation and Prosecution

Introduction:

The purpose of this training memorandum is to reinforce and clarify Department Policy 600, *Investigation and Prosecution*, with specific emphasis on **Policy 600.7**, regarding computers and digital evidence. Strict adherence to this policy is mandatory for all Department personnel.

Policy Overview:

Policy 600.5 establishes guidelines governing the responsibilities for officers that shall complete the minimum as required for the initial investigation. This policy is designed to protect the integrity of investigations, safeguard all evidence, and complete the appropriate reports and documentation. Policy 600.7 establishes guidelines of the collection, preservation, transportation and storage of computers, cell phones and other digital devices that require specialized handling to preserve the value of the related evidence.

Critical Emphasis, Policy 600.7:

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available. Refer to Department Policy 802, *Property and Evidence Section*.

When deciding whether to book a digital device into property as evidence or safekeeping, Officers should determine based on the presence of "Specific and Articulate Facts" linking the device's contents to the elements of the crime or associated crimes relating to the arrest (Crimes of Communication and Intent, Financial Crimes, Violent Crimes and Sex Crimes). Under CalECPA (Penal Code § 1546.1), a device should only be slated for extraction if there is a clear nexus between the digital data (e.g., location logs, encrypted chats, or metadata) and the specific offense being investigated. If the device was merely in the suspect's possession at the time of arrest without a direct evidentiary link—Officers should generally book the digital device into property as safekeeping.

Officers should generally recover digital devices as evidence or safekeeping and book them into the respective areas. Computers and digital devices (not including cell phones):

- Complete evidence/property label and attach it to each package bag/envelope. Each digital device should generally have a separate item number entered.
- Place respective evidence/property into an open CCPD locker and document in report.

Officers should generally recover any cell phones, fill out an envelope with the appropriate labels and book them into CCPD Property.

- Officers will attempt to remove the cell phone device from any connected network. This includes placing the cell phone in airplane mode and shutting down the Cellular and Wi-Fi connectivity.
- Each cellphone shall be properly documented with any and all distinguishable features and entered with a separate item number.
- IF the cellphone is being booked as evidence for further digital forensic analysis, Officers should then locate a Si-Force battery (turn it on), connect the correct cable to the cellphone and place it in a Faraday bag. All batteries and bags will be in the evidence room.
- IF the cellphone is being booked as safekeeping, Officers should generally place the cellphone in an envelope without a battery or a faraday bag.
- Place respective evidence/property into an open CCPD locker and document in report.

*Do not attach sticker to Faraday bag. There is an insert on the exterior of the Faraday bag where you can insert property label. See attached photographs.



Proper documentation of manipulation for a cellphone shall be in the Officers report as documentation:

- Officer Smith was able to place the cellphone in “Airplane mode”, which disconnected Cellular and Wi-Fi connections of the device. This was done to ensure the device would be left in the state it was recovered for preservation of evidence including protecting the device from being remotely wiped and erased. Additionally, the cellphone was booked into the CCPD property as evidence.

*As of October 2024, all current iOS Versions have been updated with a security update which resets the cell phone after 72 hours of inactivity and the complete shutdown of the device. Thus, having the phone in airplane mode and with a battery will ensure a better outcome in forensically extracting the cellphone.

See the attached Investigation and Prosecution Policy for additional information.

A/C Troy Dunlap

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