

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

## ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

### 1509.0, DIGITAL FORENSIC RESPONSE TEAM

EFFECTIVE DATE:	12/6/2023
RESCINDS:	N/A
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	CRIME CENTER SECTION COMMANDER
ACCREDITATION STANDARDS:	N/A
RELATED LAWS:	N/A
RELATED POLICIES:	N/A
CHIEF OF POLICE:	ERIC D. SMITH

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#### 1. PURPOSE

This policy establishes operational guidelines for the use of the Digital Forensics Response Team (DFRT).

#### 2. POLICY

It is the policy of the Orlando Police Department to use, whenever possible, a specially trained group of sworn officers who will aid in cases involving digital evidence.

#### 3. DEFINITIONS

N/A

#### 4. PROCEDURES

##### 4.1 DIGITAL FORENSICS RESPONSE TEAM COMMANDER/COORDINATOR

The Digital Forensics Response Team (DFRT) Commander is the Crime Center Section Commander, as designated by the Chief of Police. The team shall also have a Coordinator, the Digital Forensics Lab supervisor, or designee, who

will assist with the administrative and operational directives.

#### **4.2 TEAM MEMBER SELECTION**

The Digital Forensics Response Team will conduct a selection process for new members when there is an anticipated opening. This process will be scheduled at the discretion of the DFRT Commander. Any sworn member who has completed his/her probationary period, and is in good standing, may request consideration for assignment. The following traits may be considered when selecting an applicant to fill a vacancy on the Digital Forensics Response Team:

- a. Communication skills.
- b. Above average computer skills.
- c. Comfort in working with technology.
- d. Investigative skills.
- e. Ability to keep current in changing technology.
- f. Ability to exercise good judgment and decision-making skills.

The DFRT Commander will review each applicant's packet and has final authority for selection to the team.

#### **4.3 TRAINING**

Once appointed to the Digital Forensics Response Team, the member will be required to attend a basic DFRT training class and quarterly training. The DFRT Commander and/or Coordinator shall be responsible for scheduling all training sessions.

DFRT training is mandatory. If a member is unable to attend training, he/she must notify the DFRT Coordinator as soon as possible. Repeated absences from training shall result in the member's removal from the team.

#### **4.4 UTILIZATION OF A DIGITAL FORENSICS TEAM MEMBER**

##### **4.4.1 DIGITAL FORENSICS LAB**

The Digital Forensics Lab is responsible for the following investigations:

- a. Any investigation involving potential electronic evidence. Electronic evidence can include but is not limited to:
  1. Cellular telephones
  2. GPS devices
  3. Computer hard drives
  4. Laptop computers
  5. Thumb drives
  6. Tablets
  7. IoT (Internet of Things) objects (such as smart speakers, smart lightbulbs, etc.)

##### **4.4.2 DIGITAL FORENSICS RESPONSE TEAM**

When possible, a DFRT member shall offer their assistance in the following incidents:

- a. Proper seizure of an electronic device
- b. Drafting search warrants for electronic evidence
- c. Submitting electronic evidence for examination by the Digital Forensics Lab
- d. Identifying a situation requiring the call-out of a forensic examiner

When practical, DFRT members should conduct the seizure of electronic evidence. DFRT members are still obligated to follow other standing written directives.

The assistance of a DFRT member will be via police radio. DFRT members are not in an on-call status. Should a DFRT member not be available, or the responding DFRT member recommends calling out a digital forensic examiner, the call-out procedures documented in [P&P 1103, Call-Out Procedures](#) should be followed by contacting the Digital Forensic Lab supervisor.

## 5. FORMS AND APPENDICES

N/A