



TRAINING SYLLABUS

Retrieval / Seizure of Digital Video Evidence from Crime Scenes

Course Name: AL121 - Retrieval / Seizure of Digital Video Evidence from Crime Scenes

Forensic science is the systematic and coherent study of traces to address questions of authentication, identification, classification, reconstruction, and evaluation for a legal context. In the forensic science context, a trace is any modification, subsequently observable, resulting from an event.

The average person leaves countless digital traces as they go about their day. In dense, urban environments, an average person can be captured between 50-300 times per day. This number can decrease the further one moves away from the city's center. Yet, even in the suburbs, doorbell cameras and DIY systems abound, capturing traces of people, vehicles, and other items of interest. These traces help to build a road map of where a person or a vehicle has been, and when they were present in the various locations of interest.

Thus it is that the purpose of this course is to provide the best methods for the retrieval of this valuable trace evidence from a diverse range of systems. Also covered are the best practices for the seizure (physical removal) of the systems themselves for further analysis, should it become necessary to do so.

Structuring the curriculum around established standards, best practices, guidelines, and practical recommendations, this course is intended to provide responding personnel guidance in securing and collecting this vital type of evidence. Doing so will ensure that best methods are utilized to retrieve or seize the recorded data or systems and maintain their integrity throughout the process.

Location: In our Henderson, NV offices or at the agency's location

Date: TBD

Duration: 3 Days (24 hours of instruction)

Instructor Information

Instructor:

Jim Hoerricks, PhD

Contact Number:

702.570.2456

e-mail:

jim@apexpartnersltd.com

Jim Hoerricks, PhD, is a Certified Audio/Video Forensic Analyst (AVFA), is the author of the best-selling book *Forensic Photoshop* (available on [Amazon.com](https://www.amazon.com)), is a co-author of *Best Practices for the Retrieval of Video Evidence from Digital CCTV Systems (DCCTV Guide)*, published by the Combating Terrorism Technical Support Office (CTTSO), is retired from police service where his unit was responsible for the collection of this type of evidence (LAPD's Electronics Unit), and currently serves the Organization of Scientific Area Committees on Forensic Science (OSAC) as the Video / Image Technology and Analysis (VITAL), Video Task Group Chair; who moved the DCCTV Guide to an ASTM standard in 2018.



TRAINING SYLLABUS

Retrieval / Seizure of Digital Video Evidence from Crime Scenes

General Information

Expectations and Goals

Students may have prior knowledge and skills in the general domain of their respective vocation. This knowledge can serve as a foundation for the knowledge and skills gained from instruction. Whereas learners may have previously relied upon trial and error when dealing with these complex systems, they will move beyond the “hunt and peck” paradigm when applying the work flow presented in this course. In doing so, the analysts will be able to move beyond their prior knowledge of what may work sometimes towards best practices and standards that work every time.

There are two fundamental goals to the instructional program, understanding best practices and the basic functions of these types of systems and thus applying the information received in order to pass the course’s summative assessment and then understanding and correctly applying the information in practice. Given the jeopardy involved in the justice system, and the fact that mistaken operations can lead to improper outcomes, it is hoped that learners will achieve higher scores than the minimum needed for passing the tests. Nevertheless, as an instructional goal, the analyst will correctly answer at least 70% of questions presented to them on the course’s summative assessment.

Requirements and Materials

This course is appropriate for first responders, crime scene specialists, investigators, and forensic analysts who recover, process, review, and/or analyze video evidence from Digital CCTV Systems.

Learners must bring their own Windows-based laptops in order to process the data files retrieved in class. Additionally, the learner must be a local administrator on the laptop, with permission to install and remove data and program files. Given the size of some of the example files, it is recommended that the laptops be capable of native USB 3 speeds.

Learners should dress comfortably but professionally, as they would for plain clothes assignments in government service. Khakis, 5.11s, and collared shirts are typical.

Learners should be physically fit for duty. There will be some sitting, standing, bending, kneeling, and lifting of no more than 10lbs in this course - which approximates the performance context.

All required documentation and example files will be provided via USB drive.



TRAINING SYLLABUS

Retrieval / Seizure of Digital Video Evidence from Crime Scenes

Course Schedule

Day	Topic	Type	Duration
Day 1	Introduction to: <ul style="list-style-type: none"> Digital video technology and standards Digital CCTV systems Computer networking The Digital Crime Scene Organizing: <ul style="list-style-type: none"> The Work Flow (what to do, in what order, and why) Your Field Tool Kit (what to bring to the crime scene) Your Office's Tools (what to have at your office) Research Strategies (where to find more information) Warrants, Consent Forms, and other paperwork 	Lecture	8 Hours
Day 2	Retrieving Evidence: <ul style="list-style-type: none"> Types of Files Types of Outputs - removable media vs live acquisition Verification / Validation of Results Documentation and Chain of Custody Distributing the Results - Archiving When "enhancement" is requested 	Mixed - Lecture / Hands-On	8 Hours
Day 3	Seizing Evidence: <ul style="list-style-type: none"> Types of Systems Proper preservation techniques Getting the evidence out of the box Verification / Validation of Results Documentation and Chain of Custody Distributing the Results - Archiving When "enhancement" is requested 	Mixed - Lecture / Hands-On	8 Hours
Totals			24 Hours

Course Fees

In Henderson, NV (per student): \$1325.00

At the agency's location (US): US\$10,000 (up to 20 learners).

Bookings require a minimum 45 day lead-time for shipping of materials and booking travel.

At the agency's location (Canada): CAD\$15,000 (up to 20 learners)

Bookings require a minimum 60 day lead-time for shipping of materials and booking travel.

At the agency's location (World Wide): TBD

Bookings require a minimum 90 day lead-time for local acquisition of materials, necessary travel documents, etc.

Apex Learning ©2018-2019 Apex Partners Ltd.
 USA: 8560 S Eastern Ave, Ste 250, Las Vegas, NV 89123
 EUR: Lurikeen OÜ, Sepapaja 6, Tallinn, 15551, Estonia
 Ph: 702-570-2456 • e: info@apexpartnersltd.com