

CHIEF OF DETECTIVES

NOTICE
8.7

October 30, 2019

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: ESTABLISHMENT OF A DEPARTMENT CYBER COORDINATOR

The purpose of this Notice is to designate and establish the position of Department Cyber Coordinator (DCC) within the Cyber Crimes Section (CCS), Commercial Crimes Division (CCD).

PROCEDURES

The DCC shall be the Officer-In-Charge (OIC) of CCS. The DCC has oversight responsibility for all digital forensic extractions and examinations of digital media on the Department. The DCC has authority over, and shall maintain guidelines, training, protocols, procedures, and requirements for all authorized digital forensic examiners. CCS, at the direction of the DCC, shall have primary responsibility for liaising with the Department's federal, state, and local law enforcement entities, as well as appropriate community groups, civic organizations, and other entities as necessary, regarding cyber crimes.

The CCS, shall have primary Departmental responsibility for the enforcement of cyber crimes, including unauthorized computer access, network intrusions, denial of service, and theft of data, according to California Penal Code section 502 (c). In cases in which another crime is involved or takes precedence, CCS may assist with investigations involving cyber crime when those investigations are handled by other investigative units.

OFFICER'S RESPONSIBILITIES. Upon determining that any investigation may involve elements of cybercrime, involve the use of digital media related to cyber-crime, or necessitate a digital forensic extraction or examination, Departmental personnel shall do all the following:

- Immediately notify a Department supervisor;
- Immediately advise CCS of any investigation that may involve cyber-crime or elements of cyber-crime;
- Submit all requests for digital forensic extractions and/or examinations to CCS;
- Book property related to cyber-crimes into evidence as directed by CCS;
- Ensure that no other Departmental entity, in an official or unofficial capacity, attempt the digital forensic extraction or examination related to the investigation, except as directed by CCS.

All Concerned Personnel

Page 2

8.7

SUPERVISOR'S RESPONSIBILITIES. A Department Supervisor shall review the circumstances of the investigation, and ensure that CCS has been notified, as soon as is practicable.

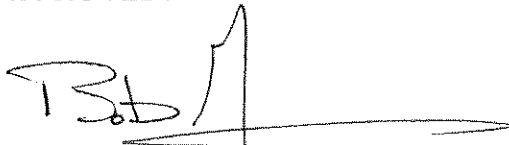
COMMANDING OFFICER'S RESPONSIBILITIES. Area Commanding Officers shall be responsible for compliance with this Notice.

Should you have any questions regarding this Notice, please contact Lt. II Francis Boateng, Cyber Crimes Section, at 213-533-4657.

APPROVED:



KRIS E PITCHER, Deputy Chief
Chief of Detectives



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

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