Evidence Chain of Custody Tracking Form from [*The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers*](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjGte_AkInUAhUd3YMKHQY_AekQFggmMAA&url=https%3A%2F%2Fwww.nist.gov%2Fdocument-2652&usg=AFQjCNFdELuWTluciOeIptUsvyb69G06oQ)comprises public domain material from the National Institute of Standards and Technology, U.S. Department of Commerce. UMGC has modified this work.

**Summit Police Department  
EVIDENCE CHAIN OF CUSTODY TRACKING FORM**

Case Number: Summit Case 001\_\_\_\_\_\_ Offense: \_Possible Ransomware Breach\_

Submitting Officer: (Name/ID#) \_Mr. Group One / 007\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim: \_Summit Computer Network\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suspect: \_Possible Local Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time Seized: \_October 10, 2021\_Location of Seizure: \_Summit Network\_\_\_\_

| **Description of Evidence** | | |
| --- | --- | --- |
| **Item #** | **Quantity** | **Description of Item** (Model, Serial #, Condition, Marks, Scratches) |
| 001 | 1 | HP Computer System, Serial #012345, Condition: Used |
|  |  | No marks, no scratches |
|  |  | Computer system quarantined due to suspicious connections leaving the local network on TCP 445 |
|  |  | See report step 4 for more details |
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| **Chain of Custody** | | | | |
| --- | --- | --- | --- | --- |
| **Item #** | **Date/Time** | **Released by** (Signature & ID#) | **Received by** (Signature & ID#) | **Comments/Location** |
| 001 | 10-10-21  1700 UTC | Network Admin #005 | Group One / 007 | Received system after quarantine |
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APD\_Form\_#PE003\_v.1 (12/2012) Page 1 of 2 pages (See back)

**EVIDENCE CHAIN-OF-CUSTODY TRACKING FORM   
(Continued)**

| **Chain of Custody** | | | | |
| --- | --- | --- | --- | --- |
| **Item #** | **Date/Time** | **Released by** (Signature & ID#) | **Received by** (Signature & ID#) | **Comments/Location** |
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| **Final Disposal Authority** |
| --- |
| **Authorization for Disposal**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document pertaining to (suspect): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is(are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method) ☐ Return to Owner ☐ Auction/Destroy/Divert  Name & ID# of Authorizing Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_ |
| **Witness to Destruction of Evidence**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document were destroyed by Evidence Custodian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID#:\_\_\_\_\_\_ in my presence on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Name & ID# of Witness to destruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_ |
| **Release to Lawful Owner**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document was/were released by Evidence Custodian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID#:\_\_\_\_\_\_\_\_\_ to  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Under penalty of law, I certify that I am the lawful owner of the above item(s).  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy of Government-issued photo identification is attached. ☐ Yes ☐ No |
| **This Evidence Chain-of-Custody form is to be retained as a permanent record by the Anywhere Police Department.** |
|  |

APD\_Form\_#PE003\_v.1 (12/2012) Page 2 of 2 pages (See front)