# UTILITY

# 5 Questions to Pressure-Test Your Digital Evidence Workflow

## A Command Staff Self-Assessment

Is your current workflow secure, scalable, and discovery-ready? This quick self-assessment was built for chiefs, sheriffs, commanders, and public safety IT leads who want to identify any blind spots before they become court problems or headline risks.

### 1. Is your evidence still passed around via USB, email, or DVDs?

- Are files still delivered by hand or exported manually across platforms?
- Is your team tracking chain of custody across disconnected systems?

[ Yes ] [ Sometimes ] [ No ]

### 2. Can you prove chain of custody from evidence capture to courtroom?

- Does your system log every file touchpoint - who accessed it, when, and why?
- Can you show evidence was not altered or missed?

[ Yes ] [ Sometimes ] [ No ]

### 3. How long does it take to prepare a case for court?

- Are redactions and transcription still manual?
- Do delays cause missed discovery deadlines?

[ Yes ] [ Sometimes ] [ No ]

### 4. Can your team cohesively manage digital evidence case development requests based on their role?

- Can officers upload/ review their collected evidence so that your redaction experts can prepare the files, and investigators can build the case then securely share to the prosecution?
- Or does the team independently work through a process that may lead to lost or missed case evidence?

[ Yes ] [ Sometimes ] [ No ]

### 5. Can you formulate a well rounded case with organizational structure for ease of use to ensure evidence is not missed?

- Can you combine your body-worn, in-car video, ALPR data, fixed camera and citizen provided evidence into one system and all in the same case?
- Or do you have to access this information in separate systems?

[ Yes ] [ Sometimes ] [ No ]

### Score Yourself

- All Yes? You are operating at a high level-just make sure policies match performance.
- Some Sometimes or No? Now is the time to identify gaps and prevent future fallout.
- Mostly No? Consider reviewing platforms and policies before your next major case.

Share this with your command team. Discuss where the breakdowns are happening--and what is costing you time, risk, and trust.

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