



EPD Video Evidence Collection

(For Businesses)

Please help our investigation by providing the following:

Digital Video

- Native file format and player – this is a must for best evidence.
- We need 10-15 minutes before and after the event
- We need ALL camera views
- We need you to give us as much information about your system as you can: make, model, software version, number of cameras, settings, resolution, frame rates, if it's PC based or embedded, motion activated or continuous record, time lapse or networked. Also, please verify date and time and let us know of any offset.

Analog Video – VHS

- Take the tape out of the VCR and remove the record tab
- Cue the tape to right before the event
- NEVER pause the video at the point of the incident (VCR heads continue to spin and actually degrades the tape right at the part where you need clarity the most)
- If your video is multiplex be aware that you may not be viewing the entire incident
- We need ALL camera views
- We need you to give us as much information about your system as you can: make, model, software version, number of cameras, time lapse or multi-plexed. Also, please verify date and time and let us know of any offset.

If your business has a site plan (blueprint of the store showing camera placement and coverage and the settings of each camera) then please provide us a copy.

If you do not have media (discs, thumb drives, VHS or Hi8 tapes....) then notify the investigating officer and they will have our Image.

The Officer or IRT member is NOT authorized to extract the footage from your surveillance system. Please consult your user's manual or contact your technical support for assistance.

If you are still unable to extract footage then one of our Forensic Analysts may need to come collect the footage. Please be in contact with the investigating Officer to make such arrangements.

PROTECT-SERVE-CARE.