Digital Device Examination Request Form (*ERF*) Flow Process

An examination request form is a document which officers must complete when requesting examination of a device.

It must contain full details of the investigation and why the information in the device is needed so that a supervisor and the Cybercrime Gateway can decide if examination is necessary, proportionate, justified and relevant.

Other details needed include; the type of crime being investigated, the circumstances and which lawful authority was used to take the device. If unsatisfied the request is rejected.

At each **review** stage the circumstances of the examination request are considered in full including:

- **Lawful authority** used
- **Necessity**
- **Proportionality** and
- **Overall accuracy**

Device lawfully obtained and examination necessary

Police officer completes *Examination Request Form (ERF)*

Officer submits *ERF* to supervisor (sergeant or above)

Supervisor **reviews** *ERF*

— Examination Request **Not** Supported →

Suitable for reassessment with additional detail?

YES

NO → *ERF* filed

ERF updated and officer informed

Examination Request Supported

Is a Cyber Kiosk triage required?

YES → Supervisor submits *ERF* to trained kiosk operator for review

Trained kiosk operator **reviews** *ERF*

— Examination Request **Not** Supported →

Examination Request Supported

Triage conducted using Cyber Kiosk

Device found to contain evidence?

NO → Device returned to owner

YES

ERF updated and officer informed

Officer re-submits *ERF* to supervisor for Cybercrime Gateway examination

NO

Supervisor submits *ERF* to Cybercrime Gateway for review

Cybercrime Gateway **reviews** *ERF*

— Examination Request **Not** Supported →

Examination Request Supported

ERF forwarded to Digital Forensics Hub for examination

ERF updated, officer informed and *ERF* filed