



STATE WILDLIFE HEADQUARTERS

OFFICE OF THE PRINCIPAL CCF(WILDLIFE) & CHIEF WILDLIFE WARDEN, ODISHA
PRAKRUTI BHAWAN, PLOT NO.1459, SAHEED NAGAR, BHUBANESWAR-751007.

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Memo No. 9103 /10WL-CC-517-A/2022-23
Bhubaneswar, Dated, the 03 August, 2024

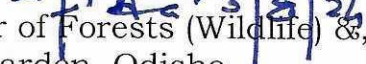
To

All the Divisional Forest Officers (T&WL)/
Deputy Director Similpal (North/South) Wildlife Division

Sub: - Standard Operating Procedure (SOP) for dealing with Digital
Evidence - reg.


Please find enclosing herewith one Standard Operating
Procedure (SOP) and one illustration for your reference. The Standard
Operating Procedure (SOP) and illustration contain steps to be followed
and precautions to be taken during collection, storing, use and
submission of evidence before the local Magistrate. You are hereby
instructed to communicate this Standard Operating Procedure (SOP) to
all ACFs-cum-IOs and ensure its adherence during search and seizure
/ crime scene evidence collection.

Encl.: As above.


Principal Chief Conservator of Forests (Wildlife) &
Chief Wildlife Warden, Odisha,
Bhubaneswar

Memo No. 9104 Dated 03/08/2024

Copy along with SOP & Illustration forwarded to all the
Regional Chief Conservator of Forests for information and necessary
action.


Principal Chief Conservator of Forests (Wildlife) &
Chief Wildlife Warden, Odisha,
Bhubaneswar

Standard Operating Procedure for dealing with digital evidences like Photographs, Video or audio Recorded by department personnel.

In pursuance to the provisions u/s 105 and 176 (3) of Bharatiya Nagarik Suraksha Sanhita, 2023 it is mandated to record audio/video of crime scene and during the process of search or seizure. Accordingly, one indicative Standard Operating Procedure is made for dealing with digital evidences like Photographs, Video or audio Recorded by department personnel.

1. Allotment of Digital device for recording audio-video

One digital camera or mobile phone may be allotted to one designated person for recording of audio-video. In special circumstances personal mobile phone may be used but the detailed certificate in part A and B to be provided in all cases.

2. Recording audio-video in personal device

In special circumstances personal mobile phone may be used but the detailed certificate in part- A and B to be provided. Instead of the owner, the person who is operating the device shall fill the certificate in Part-A with all the details. It should be ensured that after downloading all the recorded data in the designated computer and after making copies of it, the available audio-video to be deleted from the personal device of the person.

3. Before recording

Before recording the person operating the device shall check the workability of the device, check for battery availability, storage availability, additional power bank and storage device for recording. The date and time should be calibrated with actual for better appreciation. The storage location shall be pre checked, the camera should be set to automatic for exposure. The quality should be set at best quality. Take camera accessories like tripod stand, stabilizer and other accessories like non transparent measuring scale/ paper scale or any other device used for reference, direction indicator/compass as required in the field shall be carried.

4. Recording in Crime scene

Before recording in the crime scene all the parties present shall be informed about the recording process. No other person shall be allowed in the crime scene and during the recording person whose presence doesn't warrant.

During recording of statement of witnesses no one else other than who has to witness the statement is present in that area during the process of videography for recording statement of the subject/witness.

At the first instance the broad view of the crime scene to be initially photographed, one compass may be shown in between the video to ascertain the direction.

After the broad-based photo/video of each item to be taken and closeup videos of marks, blood stains, tire/ foot step impressions, injuries, bullets or foreign materials attached to the carcass or related to the crime scene which have investigative value shall be recorded. For the purpose of comparison or to calculate precise measurements of items photographed, one measuring scale or any other reference object to be kept.

5. Recording during search and seizure operation

During search and seizure operation the whole episode of recording without a break to ensure continuity. Never talk while shooting the video and capturing the photographs on the crime scene. Ensure that audio of recorder is off & also turn off mic devices available with the officials present at the crime scene. Begin recording before entering the premises. Include a clear introduction with the date, time, location, case details, and warrant details. As far as possible, the latitude longitude and time of recording should be recorded along with the video. The video-recording so made shall be part of the case diary. Clearly announce the commencement of the search and seizure operation. Capture a 360-degree view of the area to document its initial condition. Document the search process methodically, covering each room or area in sequence. Focus on capturing the entire search process, including a detailed walkthrough of the area being searched. Capture close-ups of seized items, showing their condition and any identifying marks. Clearly narrate the discovery and seizure of items, ensuring they are visible in the recording. Record the preparation and signing of the seizure list by witnesses. Ensure continuous recording from start to finish without unnecessary interruptions. End the recording with a summary of the search seizure operation. Review the recording for accuracy and completeness. Securely store and backup the recording. Label the recording with date, time, location, case details, and a brief description of the content.

6. Designated storage device and computer

One designated computer to be maintained in the Offence section of the division with restricted access. Additional storage device like hard drives, pen drives and CD/DVD to be procured and kept for the said purpose.

7. Downloading of recorded in designated computer

Download the unaltered images into a computer file **without opening** which is specifically placed with the offence section in-charge for this purpose. Do not use any writing software, which may affect the image by re-writing or alteration.

Named the folder as per OR No, Range, date and serial number of the video related to the offence is captured therein. The standard format will be OR No_.....Range.....ddmmyy_....SNo.....

8. Creation of duplicate copies

Further ensure to make a copy by the Section In-charge without opening, the digital images/ Video onto designated computer which will become the “**master negative.**” The master negative serves as a permanent record for future comparison in case of court direction, the copy should be kept in a secured place and should not be made a part of investigation.

Further copy the files on the master negative, without opening, onto another Pen drive, which becomes the working record, the “**negative duplicate or mirror image.**”

After creation of master negative disk or Pen drive or storage device, it shall not be removed from the custody of the appropriate department or officer.

After creation of all the copies the original data from the camera or from the mobile to be deleted for providing space for future recording.

9. Obtaining hash value

Hash value of a primary evidence i.e. original media as well as mirrored copy of the media to be obtained to prove that both are having absolutely same data by matching the hash value. Different algorithms which are available to obtain the hash value are MD5, SHA-1, SHA-2, SHA-3. Different tools are available for hashing some of those are Hash Check, Hash Tab, Hash My Files, MD5 Hash Generator, SHA-256 Online, Cyber Chef.

For obtaining hash value online there are different web URLs are available, among them <https://hash-file.online/> is one of the websites which is responding properly. For obtaining hash value in this website after opening the webpage there is 3 steps involved.

- i. Select a file to hash
- ii. Choose your hash function
- iii. Launch the hashing process



After launching the hashing value will be displayed and the same should be copied or noted down for future use.

10. Downloading the audio-video in the computer of local Magistrate

After hashing and after creation of all the copies, the Offence section in-charge shall transfer the “negative duplicate or mirror image” in pen drive to the designated desktop of Magistrate along with certificate in Part-A, Part-B, memos and chain of custody forms and ensure to obtain a receipt in duplicate chain of custody form.

11. Use of recorded audio-video for investigation

A separate hard disk or Pen drive or storage devices should be created from the “negative duplicate or mirror image” Pen drive or storage devices for each criminal case or investigation. The officer should confirm that the digital images were correctly transferred to a Pen drive or storage devices.

12. Maintenance of Chain of Custody and Filling of CoC form

Chain of custody form needs to be maintained at all levels to confirm sanctity of the digital evidence. The chain of custody needs to be filled as per the provided format in three parts namely Case details, Device details and Chain of custody documentation.

i. Case Details

Case No	Name of the Division	Name of the Range	Name of the I. O	Date of Seizure	Time	Place

ii. Device Details

Item No	Device Type	Make	Model	Device Serial Number	Description	Remarks

iii. Chain of Custody Documentation

Item No	Received from	Received By	Reason	Date/Time	Sign. Of the receiver	Remarks

13. Filling of Part-A Certificate

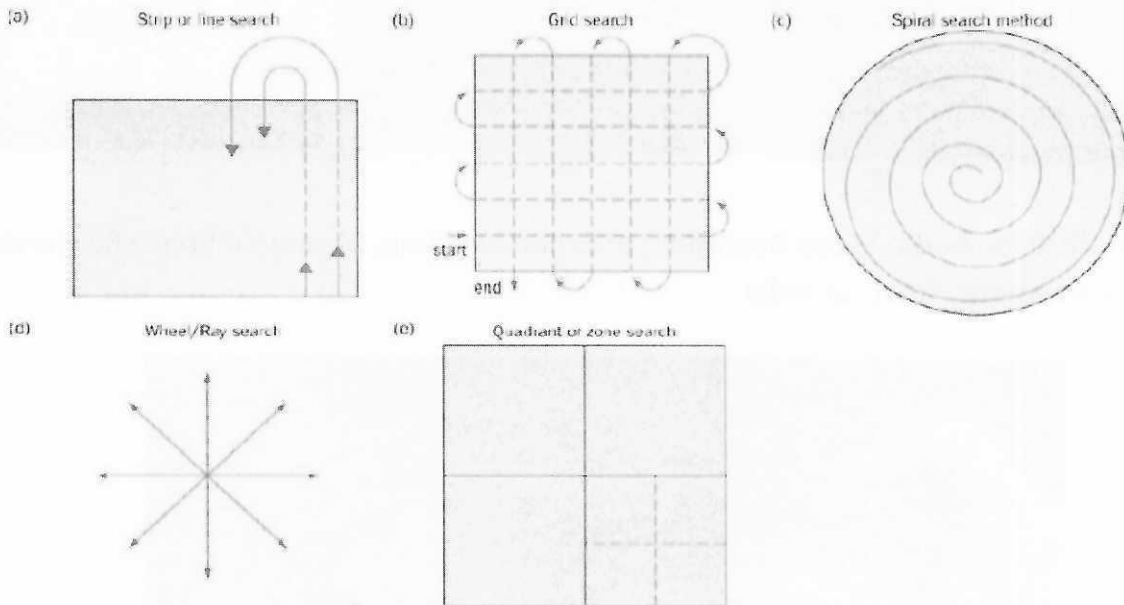
The certificate part A to be filled by the officer entrusted for recording (which includes the owner/Handler or Operator/ First responder/ Manager) of the documentation. In the form the personal details, the content details, the device details, the source, the hash value duly signed to be submitted before the Assistant Conservator of Forests or the Divisional Forest officer in absence of the ACF to file the Part-B form. The blank form is enclosed as Annexure-I for reference.

14. Filing of Part-B Certificate

The Certificate Part -B of 63(4) (c) of BSA can be signed by a person occupying responsible official position and evidence to the chain of events and stated to the best of his knowledge and belief. For example, the Assistant Conservator of Forests or the Divisional Forest officer in absence of the ACF, who was evidence to the chain of events is best to ascertain the authenticity on his knowledge and belief. In the form the personal details, the content details, the device details, the source, the hash value duly signed to be submitted before the magistrate along with seizure memo. The blank form is enclosed as Annexure-II for reference.

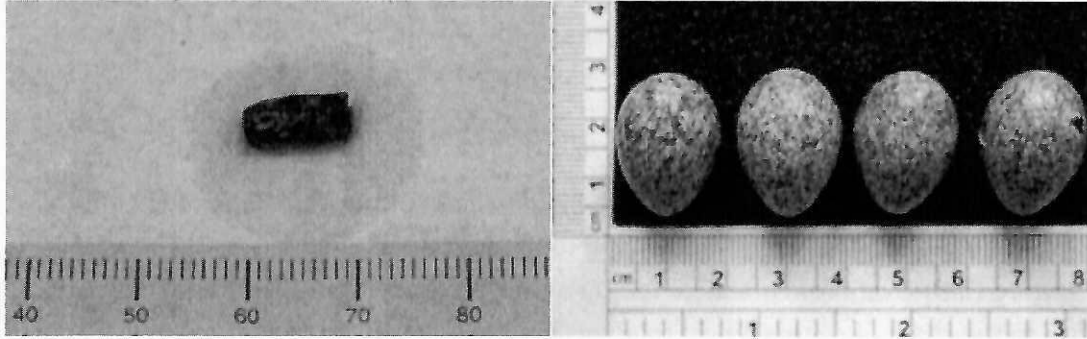
15. Crime Scene Search Patterns

Crime-Scene Search Patterns

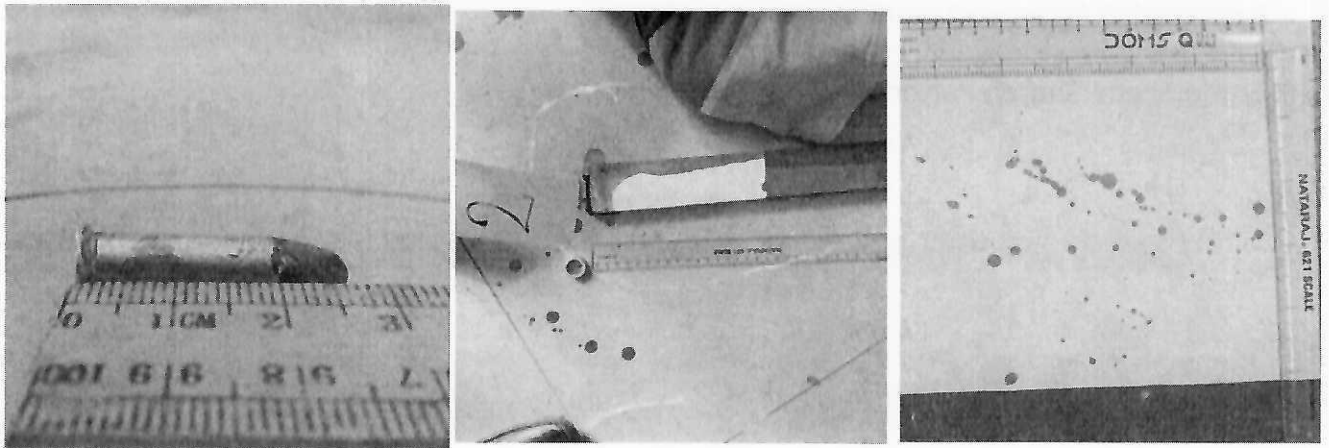


Source – SOP for Audio Video Recording of Scene of Crime, Bureau of Police Research and Development, Govt. of India

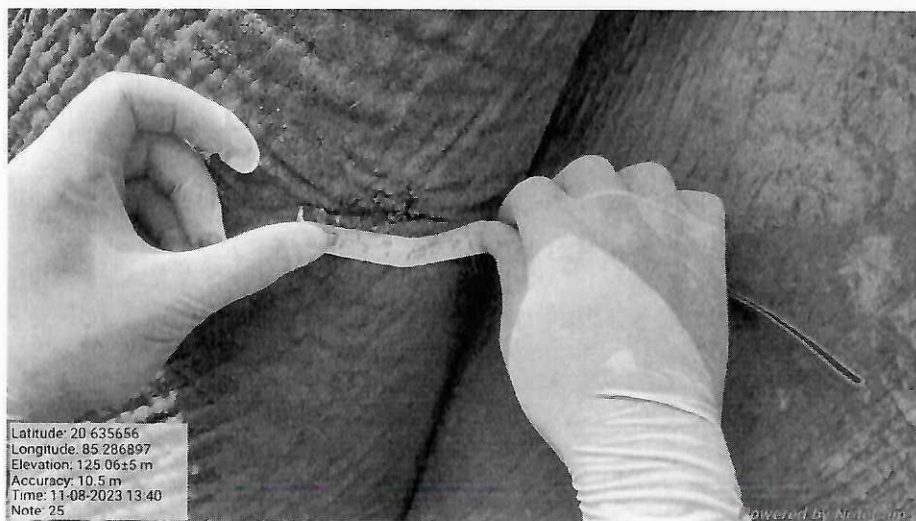
16. Reference Photographs



Source- **Wildlife Crime**-© Crown copyright 2014



Source – SOP for Audio Video Recording of Scene of Crime, Bureau of Police Research and Development, Govt. of India





(Photographs of Injury)



(Photograph of Crime Scene)

Annexure-I

THE SCHEDULE

[See section 63(4)(c)]

CERTIFICATE

PART A

(To be filled by the Party)

I, _____ (Name), Son/daughter/spouse of _____
residing/employed at _____ do hereby solemnly affirm and
sincerely state and submit as follows:—

I have produced electronic record/output of the digital record taken from the following
device/digital record source (tick mark):—

Computer / Storage Media DVR Mobile Flash Drive

CD/DVD Server Cloud Other

Other: _____

Make & Model: _____ Color: _____

Serial Number: _____

IMEI/UUID/MAC/Cloud ID _____ (as applicable)

and any other relevant information, if any, about the device/digital record ____ (specify).

The digital device or the digital record source was under the lawful control for regularly
creating, storing or processing information for the purposes of carrying out regular
activities and during this period, the computer or the communication device was working
properly and the relevant information was regularly fed into the computer during the
ordinary course of business. If the computer/digital device at any point of time was not
working properly or out of operation, then it has not affected the electronic/digital
record or its accuracy. The digital device or the source of the digital record is:—

Owned Maintained Managed Operated

by me (select as applicable).

I state that the HASH value/s of the electronic/digital record/s is _____,
obtained through the following algorithm:—

SHA1:

SHA256:

MD5:

Other _____ (Legally acceptable standard)

(Hash report to be enclosed with the certificate)

(Name and signature)

Date (DD/MM/YYYY): _____

Time (IST): _____ hours (In 24 hours format)

Place: _____

Annexure-II

PART B

(To be filled by the Expert)

I, _____ (Name), Son/daughter/spouse of _____
residing/employed at _____ do hereby solemnly affirm and
sincerely state and submit as follows:—

The produced electronic record/output of the digital record are obtained from the following
device/digital record source (tick mark):—

Computer / Storage Media DVR Mobile Flash Drive
CD/DVD Server Cloud Other

Other: _____

Make & Model: _____ Color: _____

Serial Number: _____

IMEI/UTN/UID/MAC/Cloud ID _____ (as applicable)

and any other relevant information, if any, about the device/digital record _____ (specify).

I state that the HASH value/s of the electronic/digital record/s is _____,
obtained through the following algorithm:—

SHA1:

SHA256:

MD5:

Other _____ (Legally acceptable standard)

(Hash report to be enclosed with the certificate)

(Name, designation and signature)

Date (DD/MM/YYYY): _____

Time (IST): _____ hours (In 24 hours format)

Place: _____

Illustration

One reliable source informed that one leopard skin along with two number of tusks are being transported from Boudh to Bhubaneswar in one white color Mahindra Scorpio bearing registration number OD 02 SX 5545. You are planning to intercept the same at Madhapur Range of Boudh Forest Division.

Steps Required to be followed for collection and production of digital evidence before the Judicial Magistrate.

1. Team was formed by DFO for interception involving One Assistant Conservator of Forests, One Forest Ranger, 2 Forester, 3 Forest Guard and five Para Forest Staff/any and among them Forest Guard Sri Subarna Chandra Patra was entrusted to conduct videography/photography.
2. Divisional Nikon P-900 Camera with 32GB Samsung Memory card having Sl. No NNDG32354KL354 was allotted to Forest Guard Sri Subarna Chandra Patra and in case of emergency it was ordered to use his personal mobile having IMEI No-9988767564747 of One Plus Make and 11R model for conducting videography/photography.
3. While interception, one leopard skin along with two number of tusks were seized from accused Raghava Mallik and Kalandi Mallik, Forest Guard Subarna recorded whole process and recorded the appearance of both the accused and the measurement details of skin and tusks in the allotted camera.
4. After reaching division office Forest Guard Subarna, handed over the memory card of the camera to the Offence section In-charge. The section in-charge then created one folder in the computer placed in Offence section for keeping offence photos/videos i.e Lenovo PC having stock book sl. No 197. He named the folder as **OR No. 33 of Madhapur Range-02.08.2024-Sl. No-33** format and it becomes the **“master negative.”**
5. Further he copied the files on the master negative to a Pen drive, without opening, which became the working record, the **“negative duplicate or mirror image.”**
6. Forest Guard Sri Subarna then calculated the Hash value of all the Photo and video individually for **“master negative”** and **“negative duplicate or mirror image.”** visiting <https://hash-file.online/> and after getting same results, immediately records the hash value in Part-A certificate.
7. After filling Part-A certificate Subarna submits all the Form-A certificates before ACF Sri Kumuda Kumar Pradhan for verification and filling of Part-B certificate.
8. ACF Sri Pradhan then re calculates the hash value of **“master negative”** and **“negative duplicate or mirror image.”** visiting <https://hash-file.online/> and after getting same results, immediately records the hash value in Form-B.
9. The Investigating officer then mentions the hash value in seizure memo.
10. The Investigating officer then fills chain of custody form.
11. Then the Section In-charge takes the negative duplicate in pen drive and pastes the same in the computer of magistrate within 24 hours and submits the Chain of Custody, Part-A &B certificates, Hash value calculation reference sheet and gets the receipt from bench clerk or person concerned in duplicate chain of custody copy.
12. Then the Investigating officer then takes a copy from the negative duplicate and keeps with self for investigation.

CERTIFICATE

PART A

(To be filled. by the Party)

I, Sri Subana Chandra Patra, Son/daughter/spouse of Sri Raghendra Patra residing/employed at O/o DFO, Boudh do hereby solemnly affirm and sincerely state and submit as follows: -

I have produced electronic record/output of the digital record taken from the following device/digital record source (tick mark): -

Computer/Storage Media DVR Mobile Flash Drive

CD/DVD Server Cloud Other

Other: Digital Camera

Make &. Model: Nikon P-900 Color: Black

Serial Number: NNDG32354KL354

IMIE/UIN/UID/MAC/Cloud ID _____ NA _____ (as applicable) and any other relevant information, if any about the device/digital record stored in Samsung Memory card 32 GB .

The digital device or the digital record source was under the lawful control for regularly creating, storing or processing information for the purposes of carrying out regular activities and during this period, the computer or the communication device was working properly and the relevant information was regularly fed into the computer during the ordinary course of business. If the computer/digital device at any point of time was not working properly or out of operation, then it has not affected the electronic/digital record or its accuracy. The digital device or the source of the digital record is: -

Owned Maintained Managed Operated

by me (select as applicable).

I state that the HASH value/s of the electronic/digital record/s is 6392f0e84182737b70198d7a5c257ac345aa69cd2c845e4769c5de9f88d93b3e

obtained through the following algorithm: -

SHA1:

SHA256:

MD5:

Other _____ (Legally acceptable standard)

(Hash report to be enclosed with the certificate)

Subana Chandra Patra, Forest Guard,
Control Room, Boudh Forest Division

(Name, designation and signature)

Date (DD/MM/YYYY): 02/08/2024

Time (IST): 17.15 hours (In 24 hours format)

Place: Boudh

PART B

(To be filled by the Expert)

I, Sri Kumuda Kumar Pradhan, Son/daughter/spouse of Sri Ramahari Pradhan residing/ employed at O/o DFO, Boudh do hereby solemnly affirm and sincerely state and submit as follows: -

The produced electronic record/output of the digital record are obtained from the following device/digital record source (tick mark): -

Computer / Storage Media DVR Mobile Flash Drive

CD/DVD Server Cloud Other

Other: Digital Camera

Make & Model: Nikon P-900 Color: Black

Serial Number: NNDG32354KL354

IMEI/UIN/UID/MAC/Cloud ID _____ NA _____ (as applicable) and any other relevant information, if any about the device/digital record stored in Samsung Memory card 32 GB (specify).

I state that the HASH values of the electronic/digital records are 6392f0e84182737b70198d7a5c257ac345aa69cd2c845e4769c5de9f88d93b3e obtained through the following algorithm: -

SHA1:

SHA256:

MD5:

Other _____ (Legally acceptable standard)

(Hash report to be enclosed with the certificate)

Kumuda Kumar Pradhan, ACF
Boudh Forest Division

(Name, designation and signature)

Date (DD/MM/YYYY): 02/08/2024

Time (IST): 17.30 hours (In 24 hours format)

Place: Boudh



Hash file online

1 Select a file to hash

Select a file to hash from your system

Choose file

WL AD(25x33)final .jpg

2 Choose your hash function

- MD5 | 128-bit
- SHA-1 | 160-bit
- SHA-256 | 256-bit
- SHA-512 | 512-bit

3 Launch the hashing process

Launch hash process

Your file hash :

```
6392f0e84182737b70198d7a5c257ac345aa69cd2c845e4769c5de9f88  
d93b3e
```

Your file description :

"WL AD(25x33)final .jpg", with size of 5,627,513 kb (kilobytes), and file hash using the hashing algorithm SHA-256 has the value :
6392f0e84182737b70198d7a5c257ac345aa69cd2c845e4769c5de9f88
d93b3e.

File hash calculator

Using our online file hash calculator, get the hash of any file content for free and instantly, with your browser, no installation required, and without sending your contents across the web. We provide you with the most commonly used hash functions and algorithms :

- **1 x hashing algorithm MD5**
 - MD5 with a length of 128-bit
- **1 x hashing algorithm SHA-1**
 - SHA-1 with a length of 160-bit
- **2 x hashing algorithms SHA-2**
 - SHA-256 with a length of 256-bit
 - SHA-512 with a length of 512-bit

Privacy matters !

All operations and calculations are done locally, on your computer, using your CPU. This web page is 100% standalone, and even works offline : try it out ! We don't see, in anyway, your files or files contents, as you can check in the source code of this page.

Chain of Custody Form

i. Case Details

Case No	Name of the Division	Name of the Range	Name of the I. O	Date of Seizure	Time	Place
OR 33 M	Boudh	Madhapur	Sri Kumuda Kumar Pradhan	02.08.2024	01.00 PM	Madhapur

ii. Device Details

Item No	Device Type	Make	Model	Device Serial Number	Description	Remarks
1	Digital Camera	Nikon	P-900	<u>NNDG32354KL354</u>	Allotted by DFO, Boudh	Samsung Memory card 32 GB used

iii. Chain of Custody Documentation

Item No	Received from	Received By	Reason	Date/Time	Sign. Of the receiver	Remarks
1	Subarna Chandra Patra, FG	Hareram Mallik, Offence Section in charge	Received one Samsung Memory card 32 GB	02.08.2024, 03.00 PM	<i>Hareram</i>	Copied one video and one photo from the memory card using card reader to Lenovo PC, having stock book Sl. No 197 of DFO, Boudh and Created Negatives
2	Hareram Mallik, Offence Section in charge	Subarna Chandra Patra, FG	Received one video and one photo from each folder, the Master negative and negative duplicate for certification	02.08.2024, 03.10 PM	<i>Subarna</i>	Calculated Hash value of photos and videos from Master negative and negative duplicate folder, compared both and found to be same. Filled Part-A certificate for each photo and video.
3	Subarna Chandra Patra, FG	Kumuda Kumar Pradhan, ACF	Received one video and one photo from each folder, the Master negative and negative duplicate for certification along with Part-A certificate.	02.08.2024, 03.30 PM	<i>Kumuda</i>	Checked Hash value by recalculating for both the folders as provided in part-A, found to be correct. Filled Part- B certificate

4	Kumuda Kumar Pradhan, ACF	Hareram Mallik, Offence Section in charge	Received one video and one photo from each folder, the Master negative and negative duplicate for certification along with Part- A & B certificate.	02.08.2024, 03.45 PM	Hareram	
5	Hareram Mallik, Offence Section in charge	Madhaba Munda, Bench Clerk of SDJM, Boudh	Received one video and one photo in a folder, along with Part- A & B certificate, original copy of Chain of Custody Form,	02.08.2024, 03.30 PM	Madhaba	Copied the one video and one photo in a folder in the Computer of SDJM, Boudh