

DME Requirements and Tips for the LEA Portal

TechShare.Prosecutor's Law Enforcement Portal was designed to allow detectives to file cases and share the majority of evidence on their cases from their offices. The system gives the prosecutor an organized way to view the DME and to share everything with the defense as required by law. Please review these rules so cases can be quickly evaluated and accepted. All digital media evidence must be submitted in one of the ways listed below.

Definitions

- LEA = Law Enforcement Agency.
- TSP = TechShare.Prosecutor, the software used by prosecutors to receive cases and DME.
- DME = Digital Media Evidence, which is anything uploaded to TSP or brought to the prosecutor on physical media, including offense reports, audio files, photos and videos.

Handling the evidence

1. The LEA will upload copies of most DME to TSP (the only exceptions are files larger than 20GB or child pornography). LEAs are required to provide blank media for DME in excess of 20GB. Physical DME not containing CP is to be delivered to 3rd floor Tim Curry Justice Center. "Physical Evidence Submission Form" must be completed and be delivered with DME. If it is a juvenile case deliver to Tarrant County District Attorney's Office at 2701 Kimbo Rd.
 - a. ***Never upload child pornography to TSP.*** This evidence must be loaded on physical media and brought in person to the Digital Forensics Unit at 200 Taylor Street on the 6th Floor.
2. The LEA must retain custody of the original digital evidence files, including any metadata, throughout the life of a case until 31 days after final disposition.
3. Per the Michael Morton Act, LEAs could be required to produce the original digital evidence files, including the metadata, at the request of the ACDA or the defense, prior to trial.

DME Uploading Rules

1. Do not save multiple file types, such as offense reports along with photos and audio files, into one zip file. (Instructions for "zipping" attached).
2. PHOTOS
 - a. A separate folder must be created for each crime scene officer's or investigator's photos. These folders can then be zipped together and uploaded once.
 - b. More than 5 photos must be zipped.
3. VIDEOS
 - a. Do not upload videos individually, zip by type such as body cams, dash cam, surveillance video and interviews.
 - b. For proprietary videos copy all exported files to a folder, then zip that folder for upload.
 - c. If the video has multiple camera views zip with player then upload.
4. Make sure to select the appropriate DME Upload Type for each piece of DME.
5. All cases must have a completed evidence submission form (found under the help tab in the LEA Portal).
6. If a password was already set up for a document and cannot be removed, the password must be written in the DME comments when the document is uploaded.
7. If a single file is too large to upload (larger than 20 GB) fill out the "Physical DME Submission" section in TSP and deliver the physical media to the 3rd floor receptionist at 401 West Belknap. If it is a juvenile case deliver to Tarrant County District Attorney's

Office at 2701 Kimbo Rd.

Any physical media submitted by the agency will not be returned.

Restricted cases

1. Once a case is created, under the “More Actions” tab there is an option to “Flag as Restricted.” This ensures a case can only be viewed by the detective involved in the case. Before you do this, make sure the handling detective is listed on the case or they too will be locked out.
2. The following cases must be flagged as restricted:
 - All cases where law enforcement officers are under investigation or have been charged.
 - Cases submitted to the CDA’s White Collar or Public Integrity Units.

TSP Data Entry Tips

1. Do not upload DME on multiple cases at the same time, such as in numerous browser windows. If multiple cases use the same DME, use the copy DME feature.
2. When inputting dates, type “Y” and the date will automatically populate with yesterday’s date. Use “T” to automatically type today’s date.
3. In the State field, type T and Texas will be the first option.

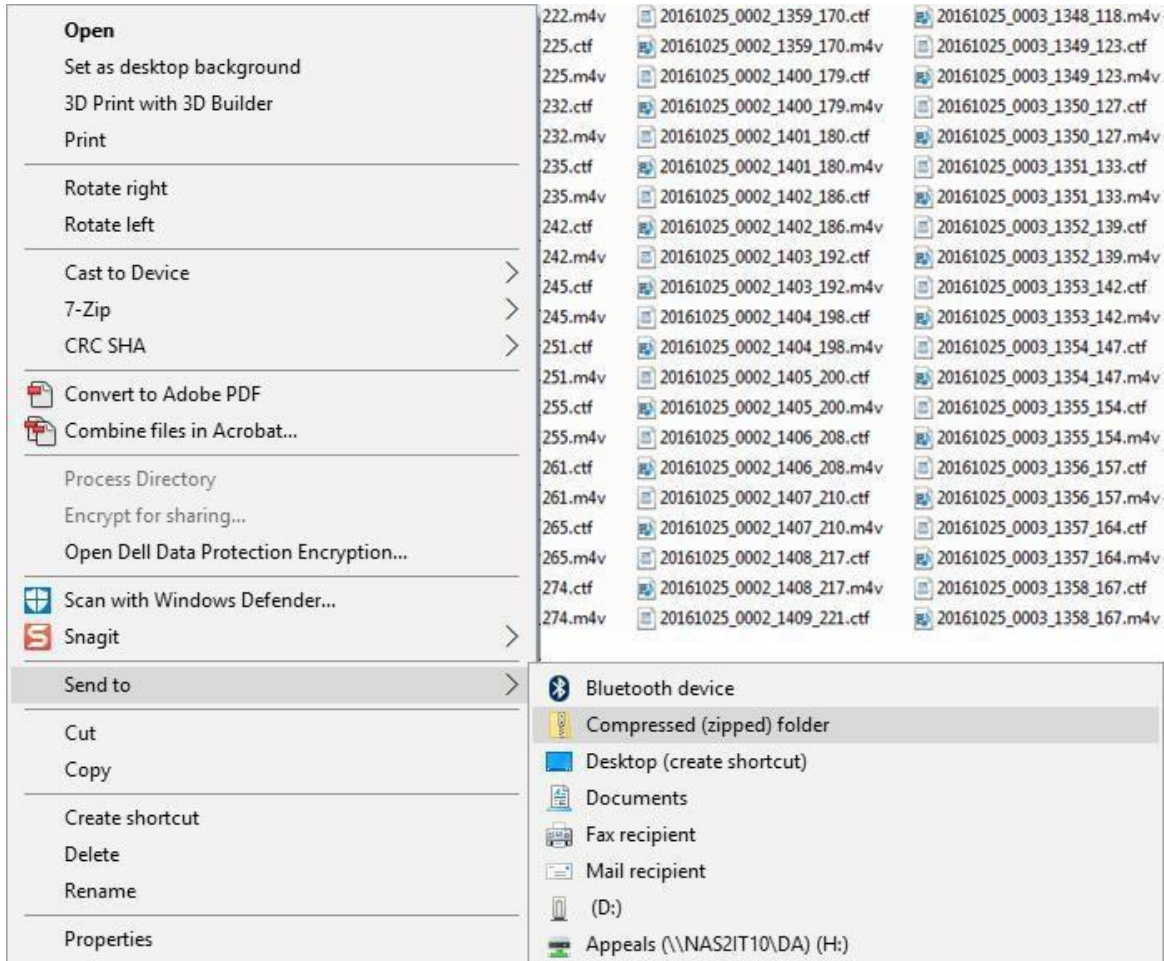
Questions

Questions about a specific case should be directed to the intake attorney assigned for your department, or by calling 817-884-1400. If it is a juvenile case please call 817-838-4614.

Technical questions about TSP can be directed to LEAPortalHelp@tarrantcountytx.gov.

Zipping files

1. Highlight/select multiple files of the same type, such as photographs or videos from one location or photos of one victim.
2. Right click and look for the “Send to” option and choose “Compressed (zipped) Folder”



3. A new file folder will appear. Rename this file something to let the prosecutor know what is in the folder, such as the location or victim.
4. Upload the zipped file to TSP and choose the correct DME Upload Type.