



## Department of Law – Criminal Division

### USING THE SHAREPOINT SITE: LAW ENFORCEMENT AGENCIES

#### A. How to Use the SharePoint Site

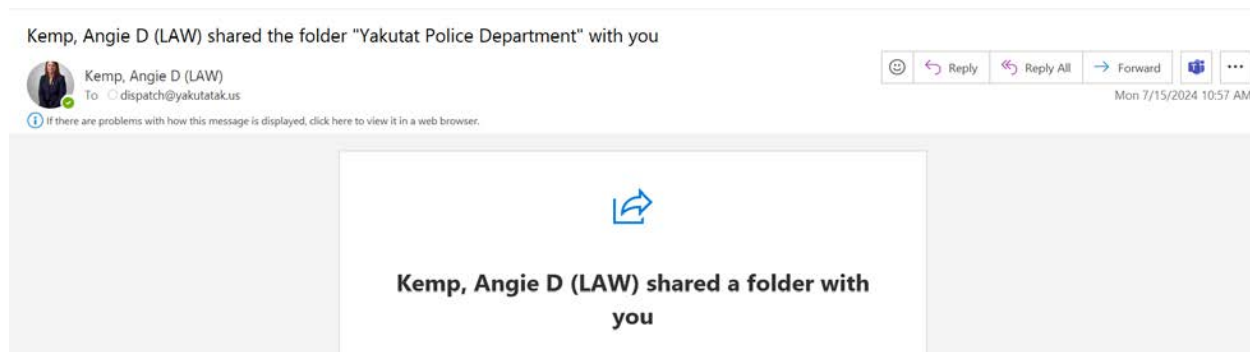
Follow these steps to get access to the SharePoint site:

##### 1. Contact your local DAO.

Contact your local DAO to request access for an email address or email group to your agency's SharePoint folder.

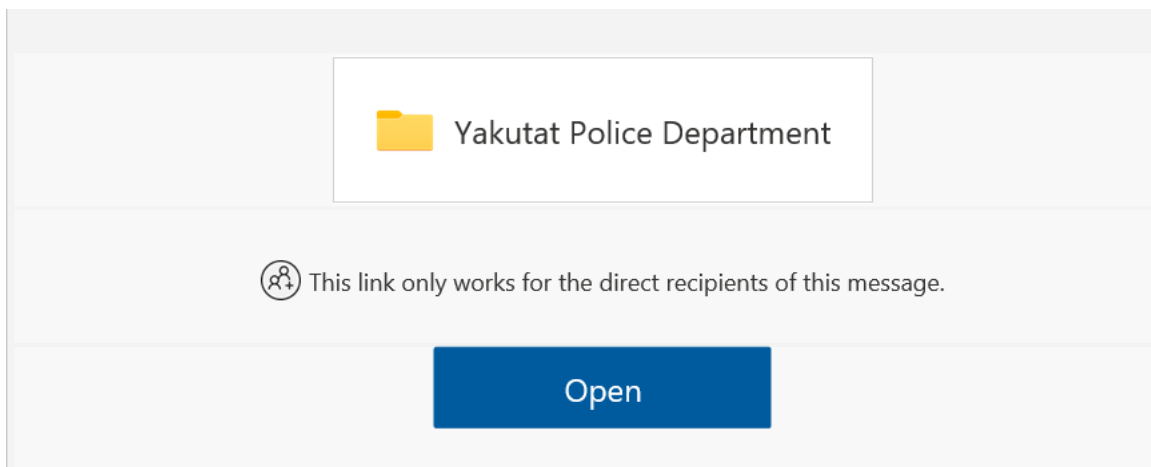
##### 2. Email sent from Division authorizing access.

The email address you requested access to will receive an email indicating the file has been shared. The email will come from a Division employee and include a link to your agency's file. **Note:** the link will only work for the direct recipients of the message.



##### 3. Click on the folder contained in the email.

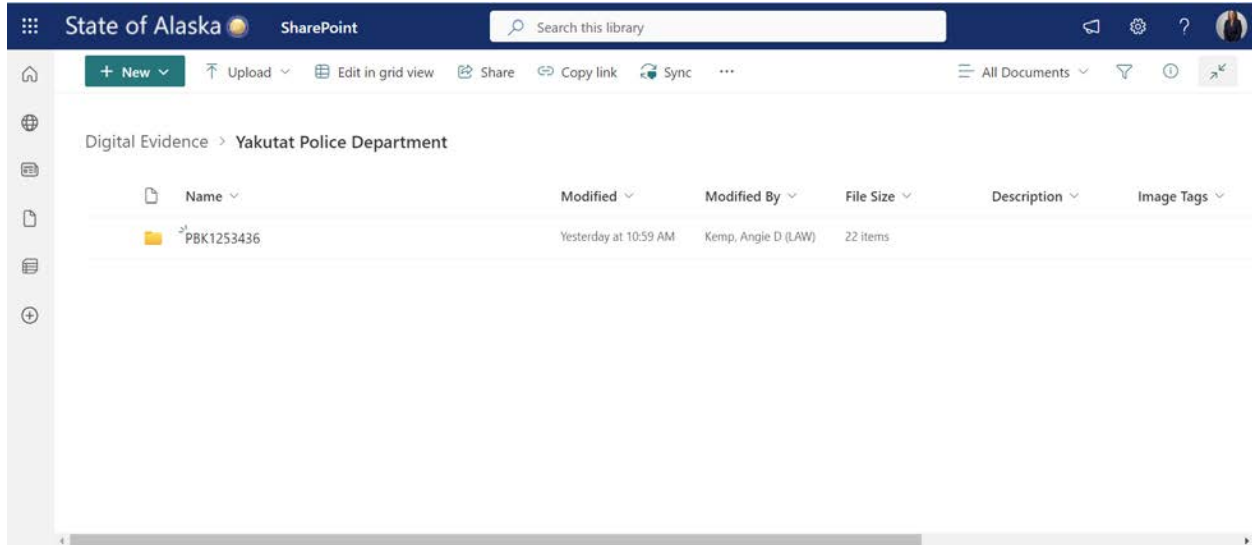
By clicking on the folder contained in the email you receive, you will be routed to the Division's SharePoint site.





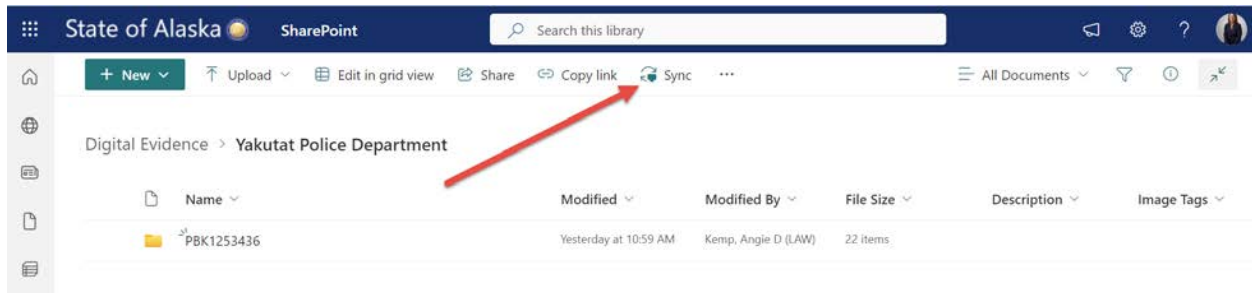
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### 4. Sync the folder.

**Note:** this will only work if your agency is operating Windows 360 and has set up your OneDrive account. If you do not have those options, you will need to access the site through the web address.



### 5. Name Evidence.

Evidence you provide must be named so a Division employee can (at least) identify the who, what, and when of a piece of evidence (ex. Search of Residence, Officer Brian Smith, 7-16-24).

### 6. Upload Evidence.

To upload evidence, drag and drop the evidence into the PbK file number provided to you for your case by a Division employee. **Note:** the files in SharePoint are stored using the Division’s case



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management system number and follows a specific naming convention. They are NOT saved based on your Agency's case number. The PbK case number is provided to you on the evidence request form submitted by the Division. Once evidence is uploaded, there is nothing more for you to do. The Division's digital evidence management software, NICE, will automatically pick the evidence up from the SharePoint location and ingest that evidence.

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#### **FAQs**

➤ **Where is the site located?**

<https://stateofalaska.sharepoint.com/teams/LAWCRMDigitalEvidenceStorage>

➤ **What is the purpose of the SharePoint site?**

The SharePoint digital evidence site is available to you if you are in a location with limited bandwidth, or for large files that cannot be loaded through the external portal or via the upload function within NICE.

➤ **Can your agency's folder be accessed locally?**

Yes. If you have Microsoft 360 and a OneDrive, you can access the file locally. Local access ensures uploads are not disrupted if the computer is shutdown during an upload.

➤ **Who can access the site?**

All Criminal Division employees and law enforcement agencies. However, law enforcement agencies only have access the folder associated with their agency. For example, Anchorage Police Department may *only* access the SharePoint file for the Anchorage Police Department.

➤ **Who manages access to the SharePoint site?**

Access and permissions to the SharePoint site are maintained by the Central Office within the Department of Law's Criminal Division.



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#### ➤ **How is the site saved for later use?**

Once you have been granted access to the site, it can be saved as a file folder on your desktop if you have Microsoft 360 and OneDrive.

#### ➤ **How is evidence loaded onto the SharePoint site?**

Evidence can be loaded by a Criminal Division employee directly or by a contributing law enforcement agency by dragging and dropping the evidence into the shared file for that PbK case number.

#### ➤ **Who may NOT access the SharePoint site?**

Anyone who does not have a business need to access the file, including defense attorneys, defendants, and the public.

#### ➤ **How are files created on the SharePoint site?**

When evidence must be sent using the SharePoint site, a Criminal Division employee responsible for collecting the evidence in that case must create the PbK file in the associated law enforcement agency's file. For example, Anchorage Police Department is sending or has sent us evidence, the PbK file should be created under the Anchorage Police Department's file exactly as it appears in PbK. Ex. "PBK000001." Inaccurate naming conventions will prevent the connector from collecting the evidence for import to NICE.

#### ➤ **Does the evidence in the files on the SharePoint site upload automatically to NICE?**

Yes, in general. A connector exists between SharePoint and the Criminal Division's NICE Justice platform. Through the connector, evidence is automatically moved from the PbK file on SharePoint to the associated case in NICE. This is (in part) why it is critical to ensure the file on SharePoint is named correctly. There may be some file types that are too large to migrate using the connector. It is the responsibility of the user completing discovery in the case to ensure items have been sent using the connector.

#### ➤ **What happens once evidence is successfully moved from the SharePoint file to NICE?**

Once the evidence is successfully migrated to NICE, the connector will delete the duplicate file that exists on the SharePoint site. This is to prevent the unnecessary duplication of data in two locations.



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#### ➤ **What is the naming convention used to create files in SharePoint?**

Files must be named per case and using the PBK number only. Ex. PBK000000. Do NOT add other information to the file name, such as defendant's name, court case number, LEA number etc. Using incorrect naming conventions will prevent the connector from successfully moving evidence from the SharePoint site to NICE.

#### ➤ **What if evidence cannot be migrated using the connector to NICE?**

In general, evidence is migrated automatically using the connector between SharePoint and NICE. However, there may be instances where evidence cannot be moved due to several factors, including its size. If that happens, the Criminal Division employee responsible for discovering evidence in that case should review the SharePoint location to ensure discovery is complete.

#### ➤ **How does a law enforcement agency access SharePoint?**

A law enforcement agency accesses the SharePoint site in the same way a Criminal Division employee can. However, the agency's access is limited to their agency's parent folder. They cannot and should not access the folders of other agencies.

#### ➤ **What if there is an issue with the site?**

Contact CDCO to help diagnose the issue.

#### ➤ **Will evidence a law enforcement agency saves to the file appear immediately?**

No. It may take some time before the evidence appears. How long it takes depends on the bandwidth in the agency's area and the size of the file.

#### ➤ **Will evidence saved to the SharePoint folder appear immediately in NICE?**

No. NICE will move the evidence from the SharePoint site to the associated file in NICE. However, this does not happen immediately. How long it takes depends on the bandwidth in that office location and the size of the file.



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➤ **Should evidence be uploaded as a zipped file?**

Yes. Do not unzip folders. They should be stored on the SharePoint as zipped files.

➤ **Can all evidence we receive from a law enforcement agency go directly into the SharePoint site and bypass the NICE external portal?**

No. The SharePoint site is meant to be used only by the rural offices and for other offices only to move large files. The SharePoint site has a max file storage capacity of 25TB. If all evidence is routed through the SharePoint site, it will quickly overwhelm the site.

➤ **What happens if I log off my computer during an upload to the SharePoint site?**

If you logoff but DO NOT SHUT DOWN your computer, the upload will continue or resume automatically. NICE will only pick up complete files. Once the file is completely uploaded to SharePoint, NICE will begin collecting it for upload.

➤ **What happens if I shutdown my computer?**

If you shut your computer down during an upload to the SharePoint site, the upload will not complete. You will need to renew the upload.

➤ **What is the benefit of using the SharePoint site?**

Moving digital evidence via download and upload requires bandwidth. For big files or offices where bandwidth is poor, this can be especially taxing. Once an evidence item is available in SharePoint, it is much easier and requires significantly less bandwidth to move that evidence item into NICE.