* Have patrol take snapshot of screen detailing evidence
* If unable to use computer’s snapshot tools, simply use a camera
* Obtain victim’ FB ID or Username. (On the Home page, click on victim’ name on upper right. It will take you to Profile page. Look at the URL on the command line.
* The FB ID is a series of numbers or simply a "vanity name". Ex: <https://www.facebook.com/#!/profile.php/>
* id=1234567890. FB ID is 1234567890. FB is going away from numbers and will start only using vanity names. Ex: <https://www.facebook.com/#!/profile.php/id=Chester> Molester. Chester Molester is their vanity name.
* Obtain victim’ password.
* Obtain victim’ email address, password & consent to use account
* Obtain suspect’ FB ID (Click on the suspect’ name or photo. The FB ID number is in the URL)
* IMMEDIATELY complete a preservation request with FB at <https://www.facebook.com/records/> This is their new portal
* Follow the prompts to receive access to FB Records
* Click “Preservation Request” and complete the fields. There is a place to upload a SW if you have one at the time. You DO NOT need a SW to preserve the information. You WILL need one later.
* FB will email you a reference number. Keep that number for your search warrant.
* Go into victim’ FB account and click on down arrow next to Home
* Click Account Settings
* Click Download a copy of your Facebook data
* Click Start my Archive
* The archive will be sent to the primary email account. It can take up to an hour to generate.
* Check the victim’s email using their password
* The email will contain information separated into html, photos, messages, etc.
* Download the information and save it for your report.
* Search Warrant:
* Write a SW for victim’s account and the suspect’s account using their FB ID or Vanity Name
* UPLOAD the SW to FB at the same portal, making sure that you note the reference number
* <https://www.facebook.com/safety/groups/law/guidelines/>

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