

IN LAW ENFORCEMENT

AXON **flex**™



FORT WORTH POLICE DEPARTMENT
EVIDENCE.COM
DETECTIVE / SUPERVISOR TRAINING

IN LAW ENFORCEMENT

EVIDENCE.COM ™

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SUMMARY

In 2010, the Fort Worth PD began testing several different models of “on-officer” recording devices.

These included both audio and video recorders each with different designs, functionality and features. The front runner after this testing and evaluation period was the Taser Axon Flex system paired with an online storage solution called Evidence.com.

This manual will give you a brief overview of the equipment used by this system, as well as a working knowledge of the features and functionality of Evidence.com.

EQUIPMENT OVERVIEW

The main components of the Taser Axon Flex system include the Flex DVR, the Evidence.com Dock and Evidence.com.

Axon Flex DVR (Digital Video Recorder)

The Taser Axon Flex DVR is a self contained audio and video recorder that can be attached to the officer’s uniform via several different mounting options.



All evidence captured by the Axon Flex DVR is stored on the DVR itself on a non-removable memory card. The officer has no ability to alter, edit, or delete the video from the device itself.

EVIDENCE.COM DOCK

The Evidence.Com dock serves as a docking station for the Flex DVR. Officers can simply plug the DVR into an available port and walk away. The dock will automatically upload any video that is currently on the DVR to Evidence.com. This process requires no interaction from the officer. The dock will also transfer any required software updates to the DVR, as well as charge the DVR and/or controller pack battery.



Evidence.Com docks have been installed at each Patrol Sector. They have a direct connection to the internet and should require no maintenance by division personnel. As more Flex camera systems are deployed, more docks will be deployed as well to accommodate the number of cameras assigned to each division.

EVIDENCE.COM

Evidence.Com is a secure "cloud server" storage solution which allows for storage, cataloging, security, and retrieval of videos captured on the Taser Axon Flex system. "Cloud" technology simply means that the data is stored online and not on a physical hard drive at our department. This data is encrypted and only available to members of our department who have set up an account with our Evidence.com site.



EVIDENCE.COM LOGIN

The website that will host all FWPd on-officer video evidence is: [HTTPS://FORTWORTHTEXAS.EVIDENCE.COM.](https://fortworthtexas.evidence.com)

EMAIL INVITE

In order to create an account to access Evidence.com, each user (officer, detective, supervisor, etc) must first be invited to join the site. This invite must be sent from an Evidence.com administrator. In this invitation email will be a hyperlink to begin the registration process. Each user must choose a username, create a password, and establish security questions.

LOGIN SCREEN

Once the user account has been created, users should open an internet browser window and enter the above address. Or you can simply click on the link from this document.



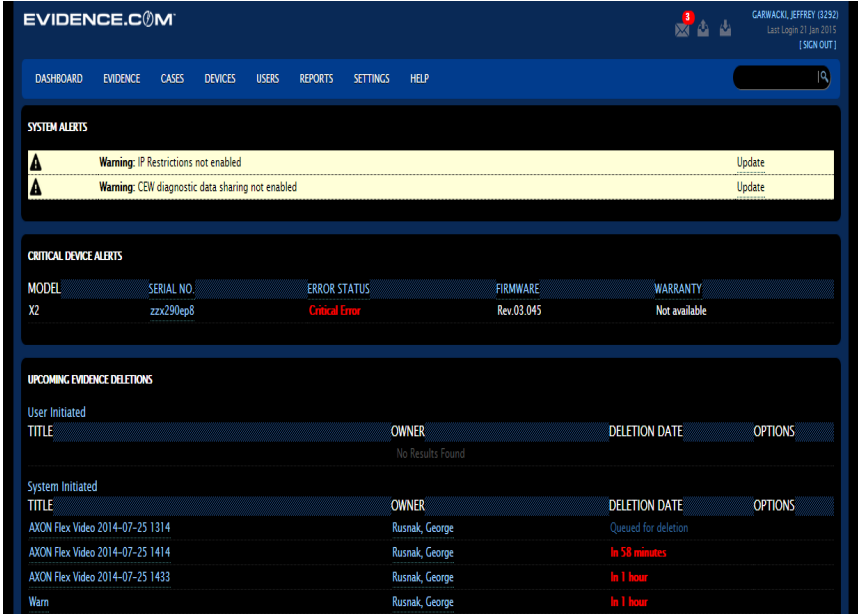
Users should enter their newly created Evidence.com username and password into the appropriate fields and click "Sign In". You may be prompted to answer the security questions that were established during the sign up phase. You must answer these correctly to proceed.

If you have forgotten your username or password, please click the appropriate link on this page and follow the instructions for reset. If you lock out your account due to too many incorrect logins, you must wait 1 hour for automatic unlock or contact an Evidence.com administrator to unlock the account for you.

EVIDENCE.COM

Evidence.com provides a secure "cloud" based storage for all digital multimedia evidence (DME) uploaded by our department. It allows for easy searching, cataloging, and retention of videos as well as the ability to create electronic case folders, upload additional files, etc.

Once successfully signed into the site, the user will first see an Evidence.com Dashboard. This dashboard will give the user a brief overview of their account to include recent uploads, devices assigned, etc.



The screenshot shows the Evidence.com dashboard interface. At the top right, the user is identified as CARWACK, JEFFREY (3293) with a last login of 21 Jan 2015 and a [SIGN OUT] link. The navigation menu includes DASHBOARD, EVIDENCE, CASES, DEVICES, USERS, REPORTS, SETTINGS, and HELP. A search bar is located on the right side of the dashboard.

SYSTEM ALERTS

- Warning: IP Restrictions not enabled [Update]
- Warning: CEW diagnostic data sharing not enabled [Update]

CRITICAL DEVICE ALERTS

MODEL	SERIAL NO.	ERROR STATUS	FIRMWARE	WARRANTY
X2	zzx290ep8	Critical Error	Rev.03.045	Not available

UPCOMING EVIDENCE DELETIONS

User Initiated

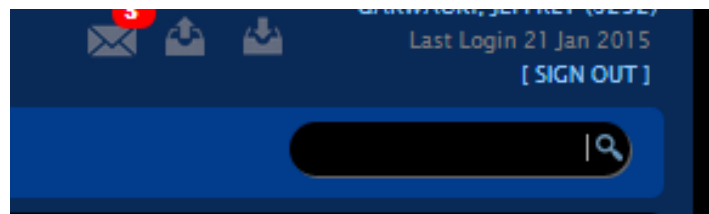
TITLE	OWNER	DELETION DATE	OPTIONS
No Results Found			

System Initiated

TITLE	OWNER	DELETION DATE	OPTIONS
AXON Flex Video 2014-07-25 1314	Rusnak, George	Queued for deletion	
AXON Flex Video 2014-07-25 1414	Rusnak, George	In 58 minutes	
AXON Flex Video 2014-07-25 1433	Rusnak, George	In 1 hour	
Warn	Rusnak, George	In 1 hour	

EVIDENCE SEARCH

To search for a particular video or piece of evidence, users may use one of two options. There is a search feature on the dashboard.



Using this tool, users can search by evidence title, user name, device serial number, and/or case name. At this time, this field **DOES NOT** allow for search by FWPD report number.

EVIDENCE SEARCH

(cont)

Users can access more search features by clicking the “EVIDENCE” link near the top of the dashboard page and selecting Evidence Search from the list.

The screenshot shows the EVIDENCE.COM dashboard. The top navigation bar includes DASHBOARD, EVIDENCE, CASES, DEVICES, USERS, REPORTS, SETTINGS, and HELP. The left sidebar has a menu with options: Evidence Search, My Evidence, Evidence Map, Evidence Shared With Me, and Import Evidence. The main content area displays a table of 'UPCOMING EVIDENCE DELETIONS' with columns for User Initiated, TITLE, OWNER, DELETION DATE, and OPTIONS. The table lists several entries, including 'System Initiated' and multiple 'AXION Flex Video' entries with their respective owners and deletion dates.

These search fields will allow the user to search by ID (FWPD Report Number), Date/Time Range, Title, etc.

The screenshot shows the 'EVIDENCE SEARCH' form in the EVIDENCE.COM interface. The form includes several search criteria fields: ID, Date (with a dropdown for 'Recorded Date'), Title, From, To, Category, File Type, Owner, Uploaded By, Status, and Tag. There are 'View All' and 'Search' buttons at the bottom of the form.

Simply enter the search criteria desired and press “Search”. If you select “View All”, the search will return a list of all evidence currently in the system.

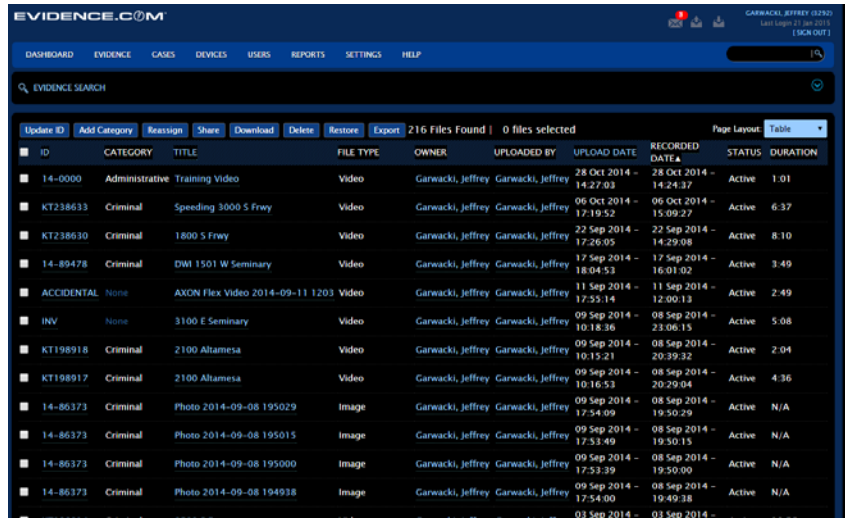
Users can also use the “My Evidence” search if they are looking for Evidence that they have uploaded to the server.

This screenshot is similar to the previous one, showing the 'EVIDENCE SEARCH' form. In this view, the 'My Evidence' option is selected in the left sidebar menu. The search form fields and buttons remain the same.

EVIDENCE SEARCH

(cont)

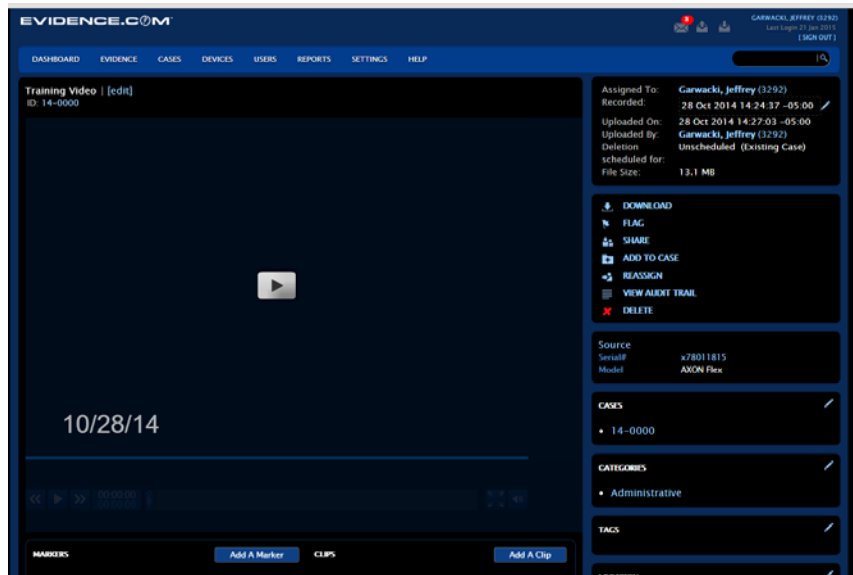
The display results will be similar to this:



ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
14-0000	Administrative	Training Video	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	28 Oct 2014 - 14:27:03	28 Oct 2014 - 14:24:37	Active	1:01
KT238633	Criminal	Speeding 3000 S Frwy	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	06 Oct 2014 - 17:19:52	06 Oct 2014 - 15:09:27	Active	6:37
KT238630	Criminal	1800 S Frwy	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	22 Sep 2014 - 17:26:05	22 Sep 2014 - 14:29:08	Active	8:10
14-89478	Criminal	DWI 1501 W Seminary	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	17 Sep 2014 - 18:04:53	17 Sep 2014 - 16:01:02	Active	3:49
ACCIDENTAL	None	AXON Flex Video 2014-09-11 1203	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	11 Sep 2014 - 17:55:14	11 Sep 2014 - 12:00:13	Active	2:49
INV	None	3100 E Seminary	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 10:18:36	08 Sep 2014 - 23:06:15	Active	5:08
KT198918	Criminal	2100 Altamesa	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 10:15:21	08 Sep 2014 - 20:39:32	Active	2:04
KT198917	Criminal	2100 Altamesa	Video	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 10:16:53	08 Sep 2014 - 20:29:04	Active	4:36
14-86373	Criminal	Photo 2014-09-08 195029	Image	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 17:54:09	08 Sep 2014 - 19:50:29	Active	N/A
14-86373	Criminal	Photo 2014-09-08 195015	Image	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 17:53:49	08 Sep 2014 - 19:50:15	Active	N/A
14-86373	Criminal	Photo 2014-09-08 195000	Image	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 17:53:39	08 Sep 2014 - 19:50:00	Active	N/A
14-86373	Criminal	Photo 2014-09-08 194938	Image	Garwacki, Jeffrey	Garwacki, Jeffrey	09 Sep 2014 - 17:54:00	08 Sep 2014 - 19:49:38	Active	N/A

VIDEO REVIEW

In order to playback or review a particular piece of evidence, the user should simply click on the title of the video they wish to view. This will open a video playback window.



The screenshot shows the video review interface for a training video. The main area is a media player with a play button in the center. Below the play button, the date '10/28/14' is displayed. The interface includes a sidebar with various controls and information:

- Assigned To:** Garwacki, Jeffrey (3292)
- Recorded:** 28 Oct 2014 14:24:37 -05:00
- Uploaded On:** 28 Oct 2014 14:27:03 -05:00
- Uploaded By:** Garwacki, Jeffrey (3792)
- Deletion:** Unscheduled (Existing Case)
- File Size:** 13.1 MB

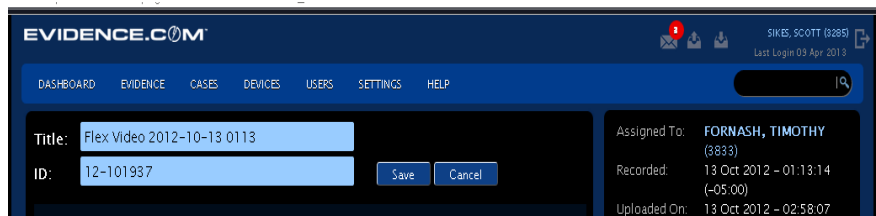
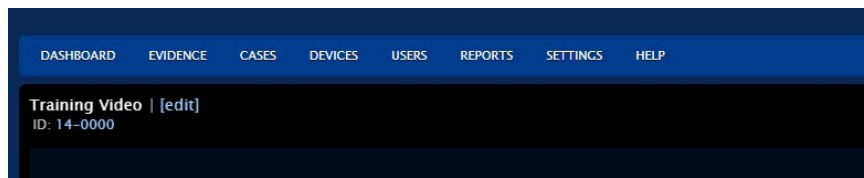
Below the information, there are several action buttons: DOWNLOAD, FLAG, SHARE, ADD TO CASE, REASSIGN, VIEW ALERT TRAIL, and DELETE. The interface also shows the source information (Source: Serial# x78011815, Model: AXON Flex) and the case and category details (Case: 14-0000, Category: Administrative).

To review this particular video, simply press the play button in the middle of the media player screen. Below this button, the user will see simple controls for fast forward, reverse, volume control etc.

VIDEO REVIEW (cont)

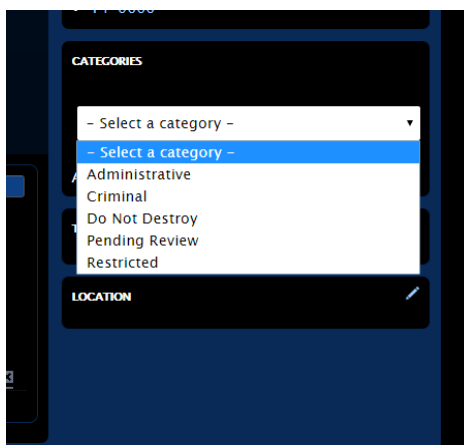
Please note that upon activation, the Flex DVR will capture the previous 30 seconds of video only. Because of this, audio will not play for this first 30 seconds of “pre-event”.

Each video will be given a title with a time/date stamp by default. Officers are encouraged to change this title to plain language that describes the incident. To do this, the user should simply click the “Edit” link and enter an appropriate title into the field. Officers should also enter the FWPD offense number (if applicable) into the “ID” field. This will make the search function much more efficient.



After changes are made to the title and/or report number, be sure to click “Save”

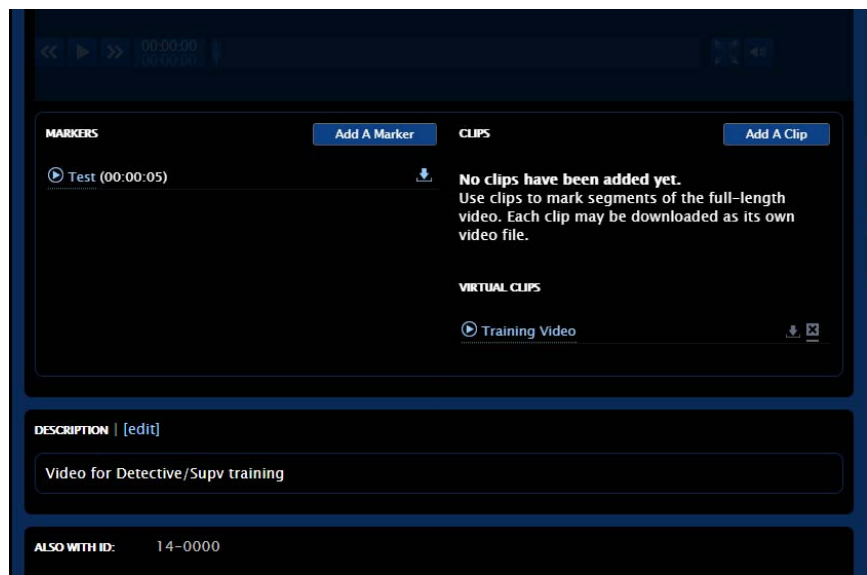
Officers should also choose a “Category” for this particular video. They can do this by selecting the Category field and choosing an appropriate category or categories from the list.



VIDEO REVIEW (cont)

By selecting a category, the user will set an automatic retention period for this particular piece of evidence. All evidence, regardless of category will remain on the system for at least 2 years. If no category is selected, the evidence will be deleted after 180 days.

From this playback window, users may also add markers to a particular video timeline or make clips of a particular video.



A marker is simply a mark placed in the timeline which denotes a particular event. For instance, "at 3:45...ARR admits to offense".

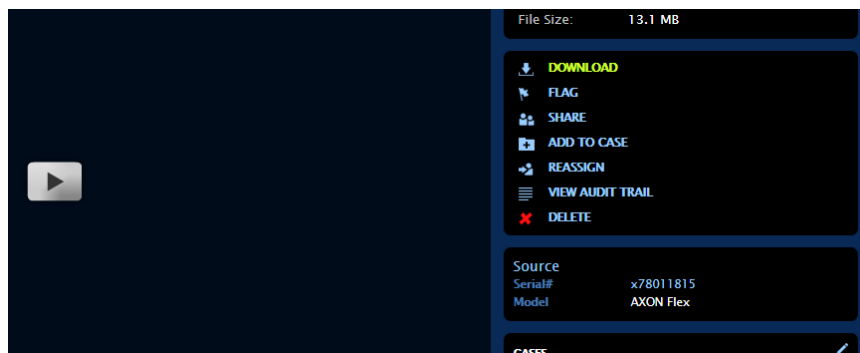
A clip can be created by entering a start and stop time as needed for the clip. This will create a shortened version of the entire clip, focusing on the desired section.

If a marker or clip is created, the original video is not altered in any way.

Officers may also add notes to this particular evidence from this window. The note will be associated with this piece of evidence only.

VIDEO DOWNLOAD

If they user needs to download a copy of this video, they should simply click the download link on the right side of the playback window.



Upon selecting the download link, a pop-up window will appear noting the files that are available for download.



To download a file, click on the video title. As with any downloaded file, your computer will ask you if you wish to open or save the file. Choose "Save" and direct the computer to where you would like to save the file.

Once the file is saved to your computer, you should use your computer's CD/DVD burning software (Roxio, CD Creator, etc) to copy the data to a portable disc.

Each copy created is issued a unique digital fingerprint. This fingerprint is used to compare the copy to the original to ensure that no alterations have been made.

Each downloaded copy will also contain a watermark that notes the user's name that downloaded the file, and the date and time the file was downloaded.

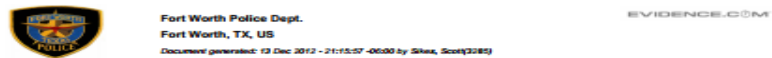
AUDIT TRAIL

For every piece of evidence added to Evidence.com, an audit trail is created that tracks the progress of that evidence throughout its lifespan. Every action taken relating to that piece of evidence (including views, downloads, uploads, etc) is logged into this audit trail.

To view the audit trail for a particular video select "View Audit Trail" from the playback window.



This audit trail will persist even after the video or evidence has been deleted. It will also contain the digital fingerprint assigned to each video during upload and any digital fingerprints created during download.



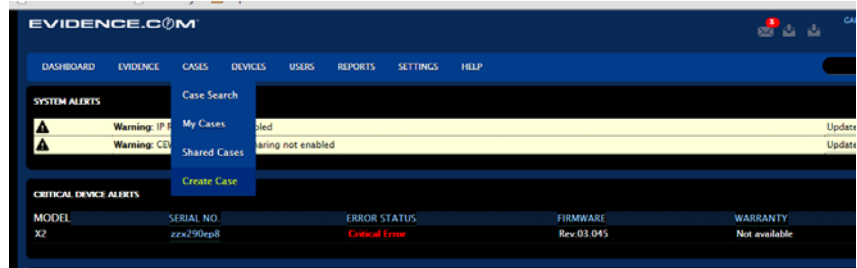
EVIDENCE AUDIT TRAIL

Evidence		Source	
Case ID	Investigation	Device Type	AXON Flex
Categories	SUSPICIOUS PERSON - 4301 E LANCASTER	Device Name	X78001824
Title		Serial Number	X78001824
Recorded	08 Dec 2012 21:01:30	Usage	
Uploaded	09 Dec 2012 01:30:30	Page views	5
Uploader	Silva, Scott(3285)	File downloads	1
Evidence ID	EV-DE414165987F49CSAAES078D871206D3	Video playback	1
AXON Microphone	OFF	Last Viewed On	13 Dec 2012 21:06:48
		Downloaded On	

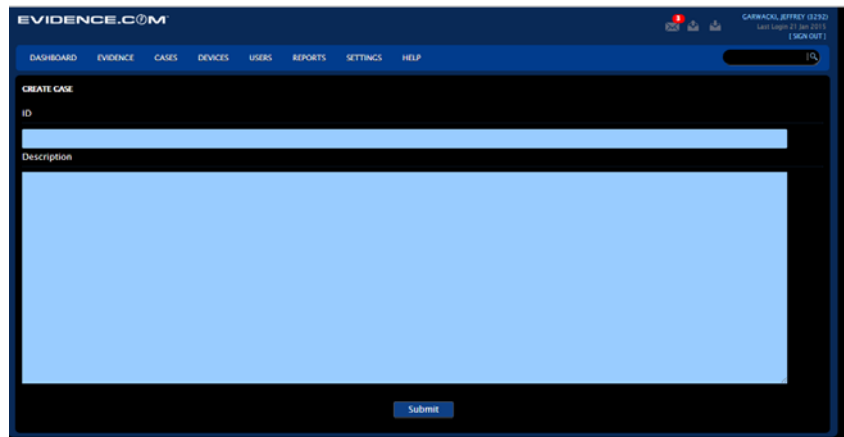
#	Date	Time	User	Activity
1	09 Dec 2012	01:35:30 (-0600)	System	Evidence Record Created
2	09 Dec 2012	01:41:26 (-0600)	System	Evidence Upload Completed Successfully.
3	09 Dec 2012	02:31:04 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Accessed. Client IP Address: 12.181.197.100
4	09 Dec 2012	02:31:29 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Streamed. Client IP Address: 12.181.197.100
5	09 Dec 2012	02:32:06 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Title Edited
6	09 Dec 2012	02:32:11 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Retention Level Updated Deletion is now scheduled for 06 Jun 2013 22:01:30 (-0500)
7	09 Dec 2012	02:32:11 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Category 'Investigator' Added Deletion is now scheduled for 06 Jun 2013 22:01:30 (-0500)
8	13 Dec 2012	20:31:28 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Accessed. Client IP Address: 12.181.197.100
9	13 Dec 2012	20:49:37 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Accessed. Client IP Address: 12.181.197.100
10	13 Dec 2012	21:06:22 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Accessed. Client IP Address: 12.181.197.100
11	13 Dec 2012	21:06:46 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Accessed. Client IP Address: 12.181.197.100
12	13 Dec 2012	21:06:48 (-0600)	Silva, Scott (3285) Usermeta: ec43385	Evidence Record Downloaded. Internal Record ID: FL5714688881720445A70882417754F61gph-831F3238C16941558E3A3A12A701C8821 Client IP Address: 12.181.197.100

CASE MANAGEMENT

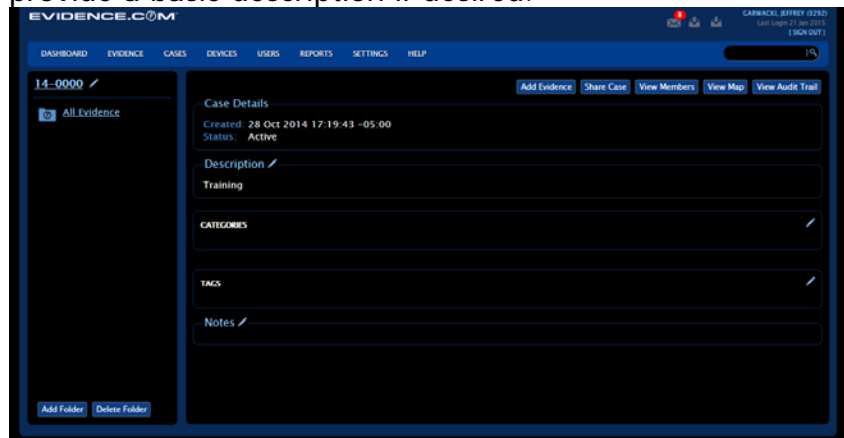
Within Evidence.com, detectives have the ability to create and manage electronic case folders. This can be used to compile all digital evidence related to a particular case into one folder for safekeeping. Once evidence is added to a case folder, the retention periods are removed and the evidence will be kept until no longer needed by the detective.



To create a new Case Folder, click the "Create Case" link which is under the Cases tab.



Assign each case an ID (normally the FWRPD Report #) and provide a basic description if desired.

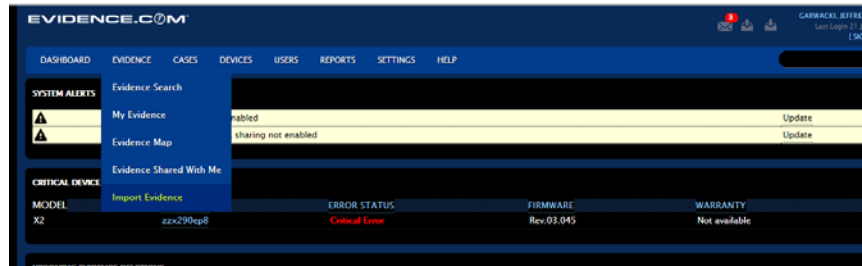


Upon selecting "Submit", the user will be allowed to add evidence to this folder or manage the evidence currently located here.

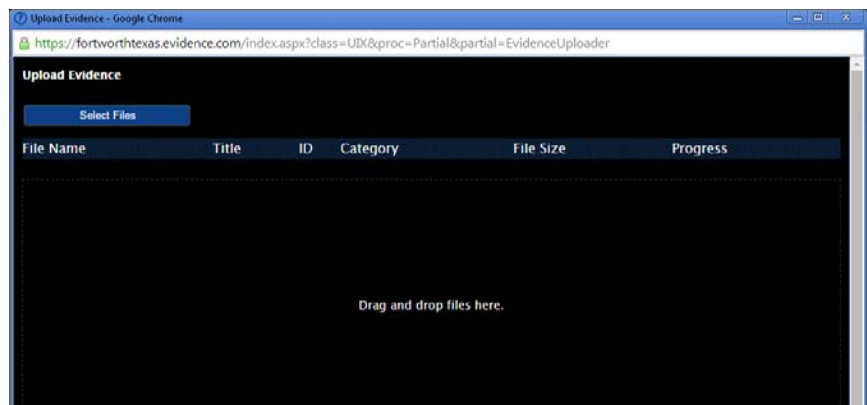
IMPORT EVIDENCE

Officers and/or Detectives also have the ability to add non-Flex evidence into Evidence.com. This can include other video files, audio recordings, dash cam videos, written statements, etc.

To import evidence, select the "Import Evidence" link under the Evidence Tab.



Click the select files button and choose the files that you wish to upload from your computer.



Upon successful upload of the files, an audit trail will be created for each file. This will track the progress of this file throughout its entire time in the system.

These files can also be added to electronic case folders as well.

ROLES & PERMISSIONS

Users within Evidence.com are each assigned into one of several categories. Each category is then assigned particular permissions within the system.

Officers – May view & download only their evidence

Detectives – May view & download any evidence and create cases. May only view their cases.

Supervisors – May view & download any evidence or cases

Administrators – May view/download/delete any evidence

Notes