# AXON flex™

# Fort Worth Police Department

# Evidence.com

# Detective / Supervisor Training

# 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.

### 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.
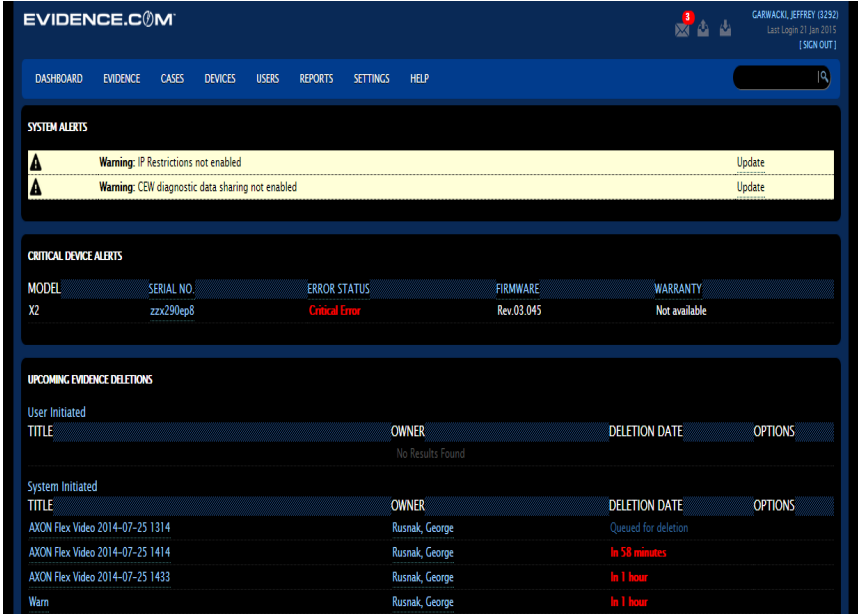


Users should enter their newly created Evidence.com username and password into the appropriate fields and click "Sign In". You may be prompted to answer the security questions that were established during the sign up phase. You must answer these correctly to proceed.

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.



## 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.
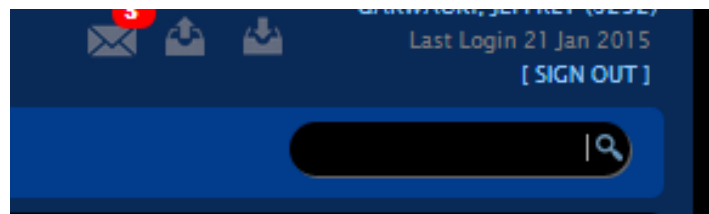


Using this tool, users can search by evidence title, user name, device serial number, and/or case name.  At this time, this field DOES NOT allow for search by FWPD report number.

**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.



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



Simply enter the search criteria desired and press "Search". If you select "View All", the search will return a list of <u>all</u> evidence currently in the system.
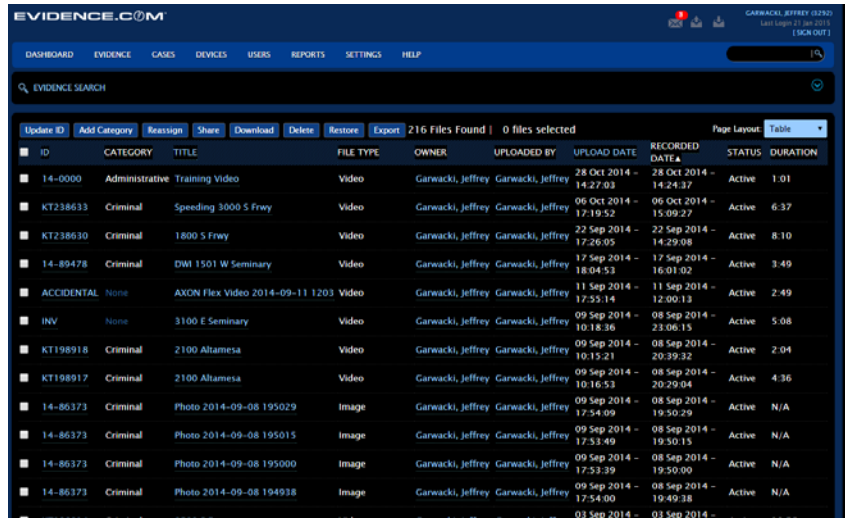
Users can also use the "My Evidence" search if they are looking for Evidence that they have uploaded to the server.

**EVIDENCE SEARCH**

(cont)
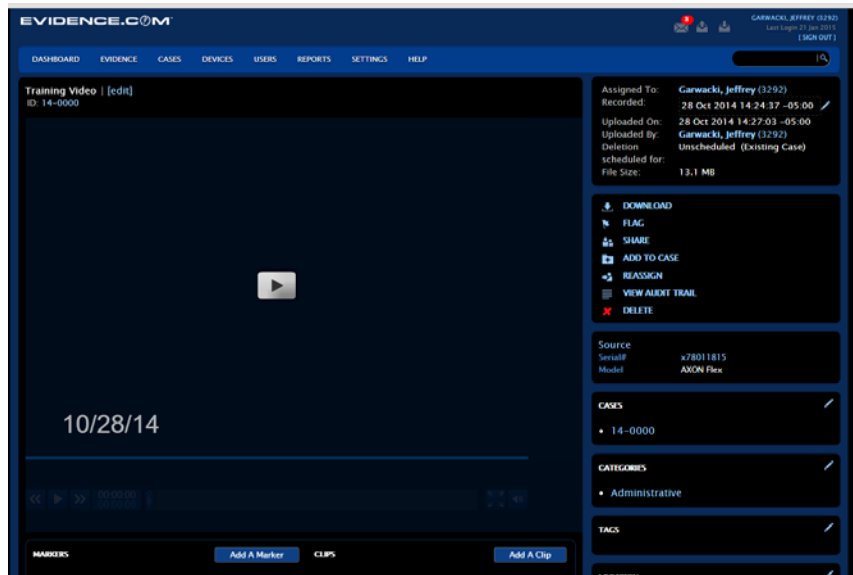
The display results will be similar to this:



**VIDEO REVIEW**

In order to playback or review a particluar 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.



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.
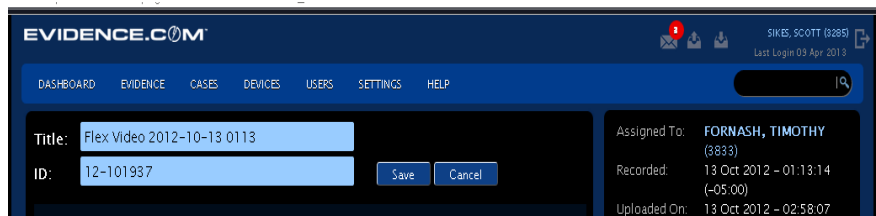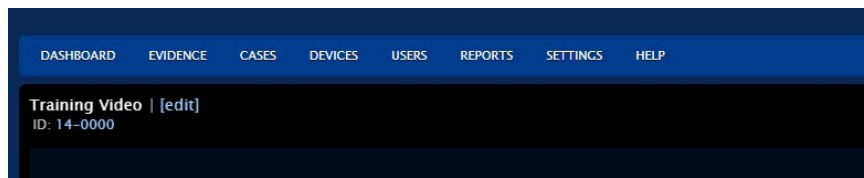




After changes are made to the title and/or report number, be sure to click "Save"

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.
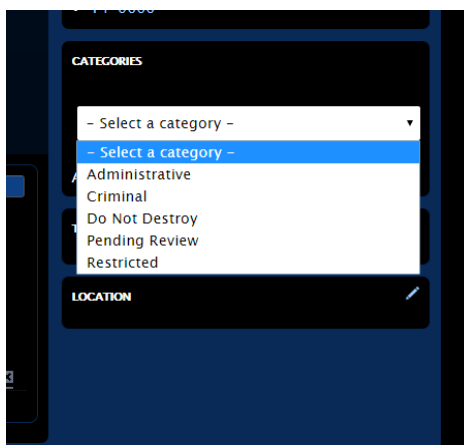
**VIDEO REVIEW (cont)**

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.
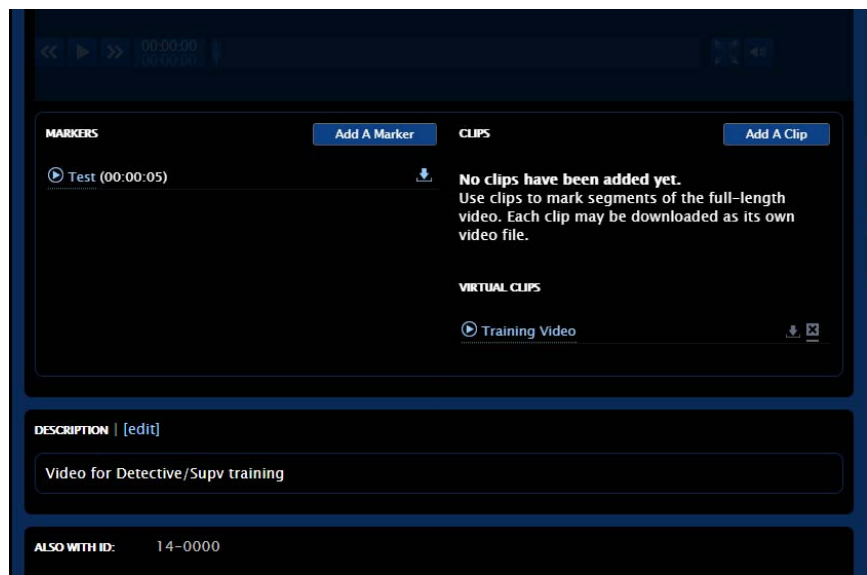


A marker is simply a mark placed in the timeline which denotes a particular event. For instance, "at 3:45...ARR admits to offense".

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.
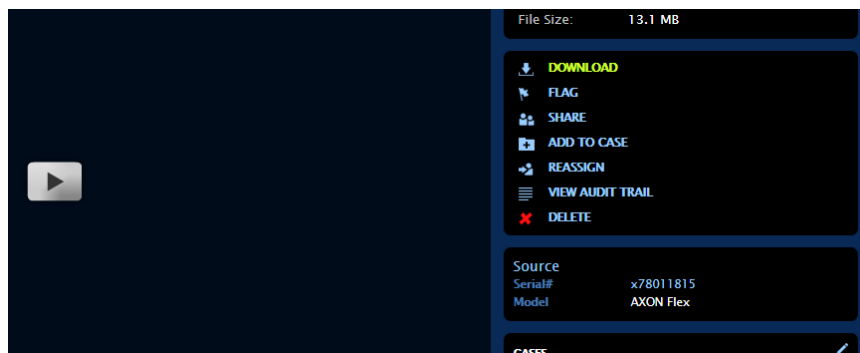


Upon selecting the download link, a pop-up window will appear noting the files that are available for download.



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.
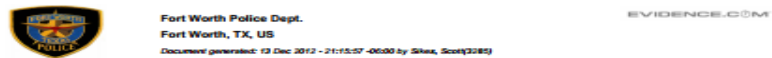
**AUDIT TRAIL**

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.

**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.
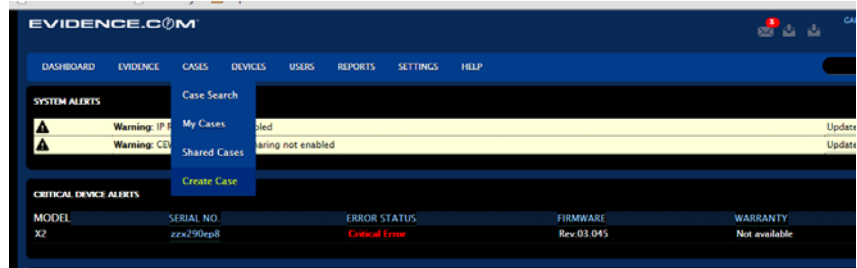


To create a new Case Folder, click the "Create Case" link which is under the Cases tab.
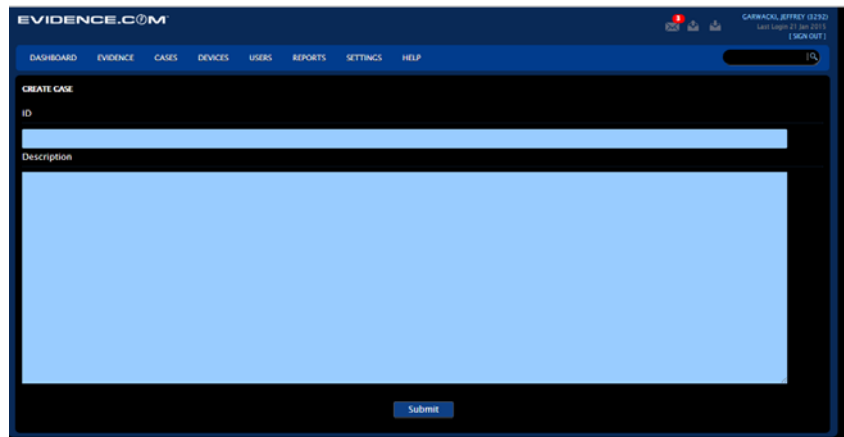


Assign each case an ID (normally the FWPD Report #) and provide a basic description if desired.
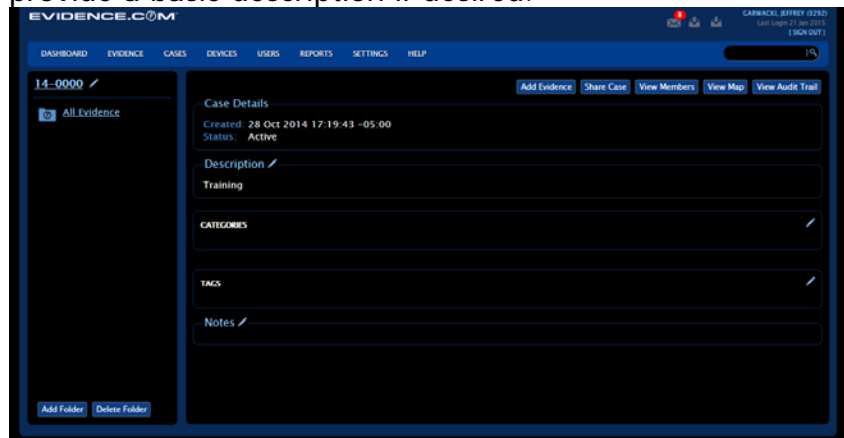


Upon selecting "Submit", the user will be allowed to add evidence to this folder or manage the evidence currently located here.

**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.
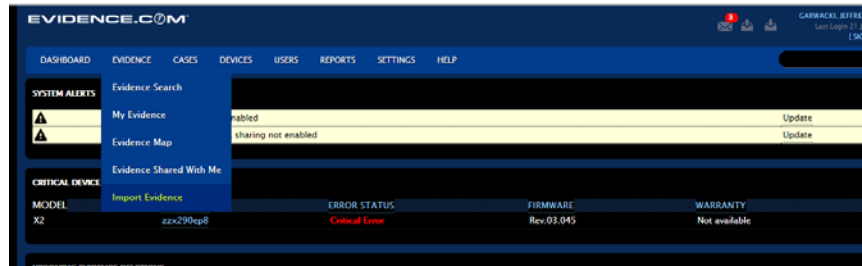
Click the select files button and choose the files that you wish to upload from your computer.
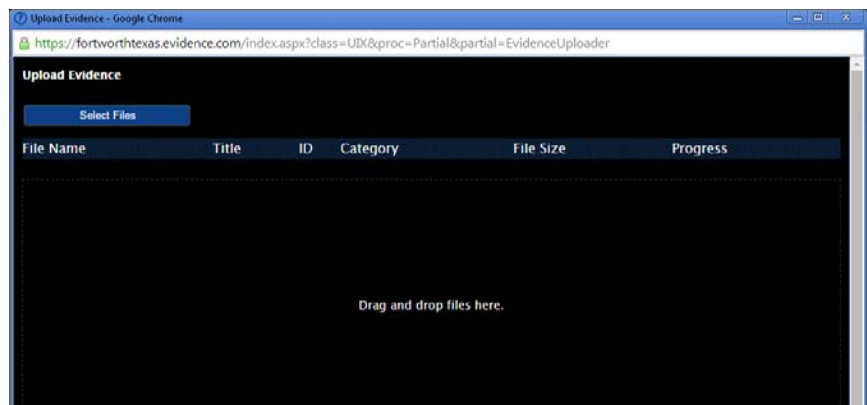
Upon successful upload of the files, an audit trail will be created for each file. This will track the progress of this file throughout its entire time in the system.

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 catergories.  Each catergory 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