



# **SAN JOSE POLICE DEPARTMENT**

---

## **TRAINING BULLETIN**

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: NEW EVIDENCE.COM CATEGORY**

**DATE:** April 7, 2023

---

Bulletin #2023-014

---

On April 7, 2023, the Department added a new Evidence.com category, "No CAD/No Report" with a standard 2-year retention. The creation of this category will allow the Department to clearly identify digital evidence not associated to a CAD event or report, assign proper retention schedules, and reduce its total orphan file count. The No CAD/No Report category will also allow the Department to categorize interaction correctly and is necessary for the upcoming Axon Compliance Dashboard.

Effective immediately, all body worn camera users, Axon Capture users, and Evidence.com users shall use the No CAD/No Report category for any digital evidence stored in Evidence.com not associated to a CAD event or report. Evidence owners are required to manually review all their evidence in Evidence.com that is missing an ID and/or category prior to assigning files to the No CAD/No Report category. When appropriate, a CAD event/report number and a proper category based on the CAD call type or report offense code(s) should be added to each orphan file.

### **How to identify and correct Evidence.com orphan files:**

■ [REDACTED]  
[REDACTED]

[REDACTED]

ALL DEPARTMENT PERSONNEL  
SUBJECT: NEW EVIDENCE.COM CATEGORY

April 7, 2023

Page 2

■ [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

■ [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]

*category.*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

  
Anthony Mata  
Chief of Police

AM:PH:HN:MS