

Memorandum

TO: ALL DEPARTMENT PERSONNEL **FROM:** Anthony Mata
Chief of Police

SUBJECT: NEW EVIDENCE.COM **DATE:** April 7, 2023
CATEGORY

APPROVED

Memo# 2023-008

BACKGROUND

In 2016, the Department began implementing Body Worn Cameras (BWC) and reached full BWC implementation for sworn staff in March of 2017. Officers are expected to make every effort to record all enforcement and non-enforcement contacts and to activate their BWC any time they feel its use would be appropriate and/or valuable to document an incident. At the end of each shift, officers are to dock their BWC on an Axon dock to upload their files into Evidence.com automatically. The Department has uploaded approximately 4,400,000 BWC files to Evidence.com.

In July of 2020, the Department rolled out the Axon Capture App to replace digital cameras and digital voice recorders. Axon Capture and Community Individual Requests are used to collect and upload digital evidence, such as photos, video, audio, and documents into Evidence.com. Officers and Community Service Officers (CSO) must always manually add an ID and a Category to each piece of evidence collected with Axon Capture. The Department has uploaded approximately 1,900,000 Axon Capture files to Evidence.com.

When the Department launched BWC, the following Categories were established:

- Accident Investigation
- Critical Incident
- Death Investigation
- Family Violence Unit
- Felony Assault or Arrest

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- Gang Related
- General Crimes
- General Retention
- Homicide
- Juvenile Crime
- Kidnapping
- Misdemeanor Arrest
- Missing Person
- Narco
- Robbery
- Safekeeping
- Sexual Assault
- Traffic
- Vice

ANALYSIS

BWC files are uploaded to Evidence.com automatically when the camera is docked. An automatic annotation process occurs where the CAD events are exported to Evidence.com and each BWC file is annotated with the ID and Category. The automated process ensures BWC files are annotated with an event ID and event Category, which stipulates the retention schedule. The process annotates approximately 94% of uploaded BWC files. The remaining 6% of BWC files do not have an ID or Category associated; therefore, these BWC files are not associated with a case number and do not have the proper retention schedule applied. BWC and Axon Capture files which are missing ID and Category are also known as orphan files.

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Orphan files require manual review by the recording officer or CSO to determine if the file is associated with a CAD event or a police report. When appropriate, a CAD event/report number and a Category should be added to each orphan file. Currently, there are 85,000 BWC orphan files and 13,000 Axon Capture orphan files. Orphan files are automatically purged two years from the recording date.

BWC Unit staff analyzed the workflow and determined the following reasons for an orphan file creation:

- The officer was not attached to a CAD event.
- The officer began recording four minutes or more before the CAD event was created or before they are attached to the CAD event.
- The officer's recording began after clearing from a CAD event.
- The officer has not docked their BWC within the last 30 days.
- The officer activated their BWC, but the interaction did not require a CAD event number or a report was not required.

The BWC Unit determined a significant amount of orphan files are created when an officer activates their BWC, but the interaction did not require a CAD event number, or a report was not taken. Adding a new Evidence.com Category of No CAD/No Report would reduce the number of orphan files. The No CAD/No Report Category will allow the Department to categorize interactions correctly and is necessary for the upcoming Axon Compliance Dashboard. Evidence owners must manually choose the No CAD/No Report category, thereby confirming no CAD event or report was taken. Additionally, evidence owners can quickly narrow down the evidence files requiring manual review and annotation/tagging. The No CAD/No Report category will have a standard 2-year retention period.

BWC and Axon Capture files placed in the No CAD/No Report category would be easily identifiable and excluded when searching and manually processing orphan files. Omitting evidence tagged with the No CAD/No Report category will reduce the Department's total orphan file count.

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ORDER

Effective immediately, all Department members using BWC, Axon Capture, and Evidence.com shall use the No CAD/No Report category for any digital evidence stored in Evidence.com not associated to a CAD event or report. Department members 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.



Anthony Mata
Chief of Police

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