SAN JOSE POLICE DEPARTMENT
TRAINING BULLETIN

TO:	**ALL DEPARTMENT PERSONNEL**	**FROM:**	Anthony Mata Chief of Police
SUBJECT:	**AXON BODY WORN CAMERA COMPLIANCE AUDITING**	**DATE:**	March 15, 2024

Bulletin #2024-002

In response to the City Council's Police Reforms Work Plan, the Department is implementing Body-Worn Camera (BWC) compliance auditing. The aim is to ensure that every Department member assigned a BWC is correctly using and activating their BWC as specified in the SJPD Duty Manual. Compliance audits will ensure the timely upload of files, correct association to event numbers, and proper categorization to determine retention periods. In addition, audits will reduce the number of BWC files without an event number and retention category (orphan files) so that evidence is easily located and properly stored.

Supervisors will receive weekly reports consisting of their subordinates' performance when department goals have not been met. These reports will help establish compliance patterns, identify areas for improvement, and provide necessary training or direction as needed.

Axon Performance

Axon Performance is an innovative software solution that is built into the Axon Evidence.com portal and is designed for automated compliance auditing. The tool examines how BWCs are being utilized and compares this usage to our established Department policies in the SJPD Duty Manual. The user-friendly compliance dashboard is a visual representation of data in four key metrics relevant to the use of BWCs. The four metrics currently being analyzed are: ACTIVATION RATE, POWER CYCLING, CATEGORIZATION RATE, and ID RATE.

The squad-level (team) dashboard provides a visual indication of a team's compliance in relation to our BWC policy. This allows sergeants to determine how compliant the team is in satisfying Department goals and provide guidance on areas for the team to improve. Each officer engaged in recording and uploading BWC footage will be able to monitor their own personal metrics, manually assign (tag) an event number and retention category to their orphan files, and/or provide clarifications on events without an associated BWC video.

Compliance Process

All sworn Department members (including command staff) shall attend mandatory compliance training for Axon Performance. The schedule of trainings is attached to this training bulletin. Once the training is successfully completed, the member will be granted permission to access the Axon Performance tool. Once granted permission, the member should promptly incorporate the compliance tool into their daily activities, ensuring consistent adherence to weekly body-worn camera metric goals.

All supervisors shall review the compliance reports of their subordinates and ensure the body-worn cameras are being used in accordance with Department policy.

Any files without or with an incorrect EVENT NUMBER shall be corrected by the Department member who made the recording within seven (7) days of notification of the error.

Any files without a RETENTION CATEGORY or with an incorrect one shall be corrected by the Department member who made the recording within seven (7) days of notification of the error.

Department members are also required to review and tag their remaining orphan files with the correct event number and retention category. Please refer to Training Bulletin #2023-014 for additional information on locating and tagging orphan files. This collaborative effort will not only enhance our operational efficiency but also reduce the backlog of unidentified/uncategorized BWC video files.

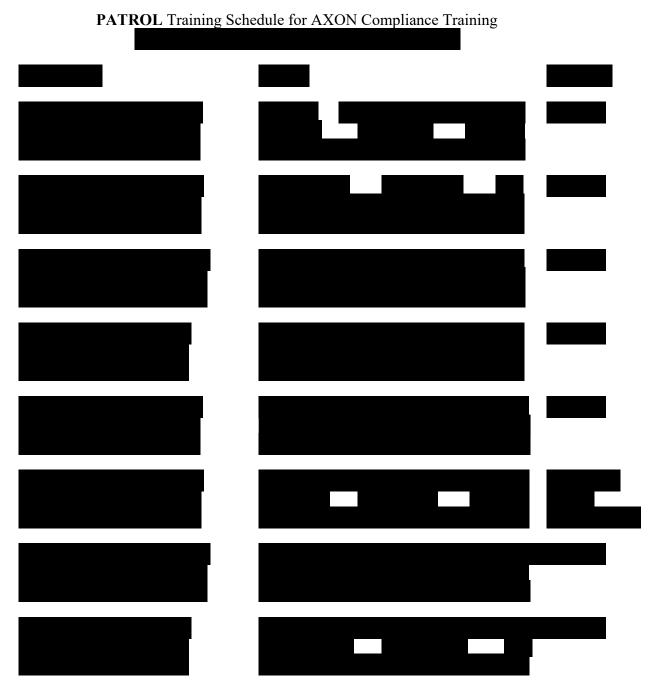Anthony Mata
Chief of Police

AM:PH:JP:BT

Attachment 1: TRAINING SCHEDULE for AXON Compliance Training

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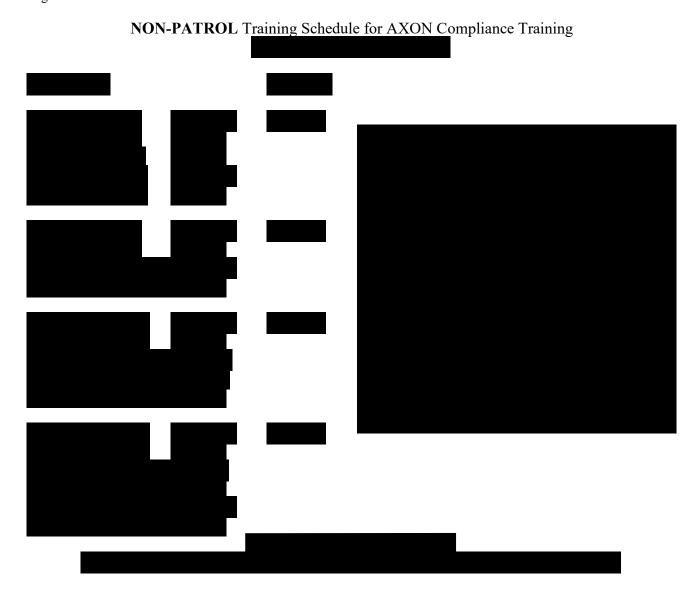**PATROL** Training Schedule for AXON Compliance Training

NOTE: Command Staff assigned to PATROL can attend any of the training sessions. Alternatively, they can also attend the NON-PATROL training sessions occurring in April. If a Department member has already been trained on compliance using AXON Performance, they do not have to attend another session. If an officer cannot make their team's scheduled training date/time, they can drop-in and attend any other session.

REQUIRED: Department members MUST bring a mobile device with active service in order to sign-in and confirm attendance to the training session.

NON-PATROL Training Schedule for AXON Compliance Training

NOTE: If a Department member has already been trained on compliance using AXON Performance, they do not have to attend another session.

REQUIRED: Department members MUST bring a mobile device with active service in order to sign-in and confirm attendance to the training session.

NON-PATROL includes Command Staff, Main Lobby, Reserves (full time and reservists), MERGE, K9, TNU, Metro, VCET, Special Crimes Unit, Academy, Training, Range, Permits, Secondary Employment, Medical Marijuana, City Attorney's Office, Internal Affairs, Backgrounds, Recruiting, CMU/WEST, MCAT, Bomb Squad, School Liaison, Systems, Media Unit, Mayor's Detail, NCRIC, TEU, DSU, R&D, Crime Data Intelligence Center, BFO Admin, Airport, Air Support, BART, Street Crimes, GIU, GHOST, TIU, Auto Theft, Family Violence, Special Victims Unit, Robbery, Assaults, ICAC, Homicide, Crime Scene, RATTF, Juvenile/Missing Persons, Court Liaison, SAIU, Intel, Vice, Gaming, Financial Crimes, Burglary, Fraud, CRU, and ANY OTHER PERSONNEL issued a BWC not assigned to PATROL.