

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Beloit Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy and applicable state law.

600.3.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of a person who is suspected of having committed a felony shall be electronically recorded (audio/video or both as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings (Wis. Stat. § 968.073(1)(a)); Wis. Stat. § 968.073(2)). [See attachments: Electronic Recordings in Evidence.com](#) and [Interview Room Procedure](#)

- (a) Exceptions to an audio/visual recording of the interrogation include (Wis. Stat. § 972.115(2)(a)):
1. The person refused to respond or cooperate in the interrogation if a recording was being made. The refusal shall be recorded or documented in a written report.
 2. The statement was made in response to a question asked as part of the routine processing.
 3. The statement was made spontaneously and not in response to a question.
 4. The officer in good faith failed to make a recording because the recording equipment did not function, malfunctioned, stopped operating or the officer inadvertently failed to operate the equipment properly.
 5. Exigent public safety circumstances existed that prevented the making of a recording or rendered the making of such a recording infeasible.
 6. The officer conducting the interrogation believed at the commencement of the interrogation that the offense for which the person was taken into custody or for which the person was being investigated was not a felony.

Any custodial interrogation of a person who is suspected of having committed a misdemeanor shall be electronically recorded. Consideration should also be given to recording a custodial

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interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Special Operations Division Commander. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4 STATUS DESIGNATION OF INVESTIGATIONS

The status of criminal investigations or efforts to seek prosecution shall be designated in the Department's Records Management System as follows:

- (a) **OPEN CASE:** The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (b) **CLOSED CASE:** (1) The case has been submitted to the appropriate prosecutor, charges have been filed, suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested OR (2) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.5 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should notify the Shift Commander who should consult with the Lieutenant of Detectives prior to seizing computers and related evidence. If the Lieutenant of Detectives is unavailable or the seizure is imminent, officers should consult with the Shift Commander, take reasonable steps to prepare for such seizure and use the resources that are available.

600.6 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery

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to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

The Department may authorize use of specific social media platforms, such as Facebook or Twitter, to assist in solving crimes and identifying suspects. When a Department member acquires a photo or video of an unidentified suspect or criminal incident in which the Department seeks information, they shall:

- (a) Consult with the Shift Commander or Lieutenant of Detectives as appropriate to the investigation to ensure publishing of the photo/video will not affect the integrity or compromise the investigation.
- (b) Ensure an approved member posts the media on the Department's Facebook page and a copy is emailed to the "PD Info Sharing" outlook group. The PD Info Sharing group is a consortium of law enforcement and criminal justice partners that may assist with suspect identification. This group shall be updated as needed and reviewed semi-annually by the Support Services Director to ensure accuracy.

The Department may authorize use of web portals, such as Neighbors or Nextdoor, to assist in solving crimes and identifying suspects. Department members should utilize this technology as part of a standard investigative process and may request videos through authorized portals. When a Department member acquires a video in this fashion, they shall;

- (a) Upload the video to Evidence.com
- (b) Document in the related investigative report any information collected or observed in furtherance of the investigation.

600.6.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

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Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.6.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.7 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending criminal case be amended or dismissed without the authorization of a Captain or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Attachments

Electronic Recordings in Evidence.com.pdf

Electronic Recordings in Evidence.com

All information can be updated in Evidence.com. There are other features that can be used that can assist in tagging your recordings. AXON VIEW XL in the vehicles for Fleet cameras. AXON VIEW on IPODs/Smartphones for Body Worn cameras. AXON CAPTURE on IPODs/Smartphones for pictures, audio and video recordings.

Beloit Police Department Agency Log in: beloitpdwi.evidence.com
 Personal Log in: lastnamefirst initial (petersonj)

The ID field for all files entered into Evidence.com is the CAD# the file is associated. Very few exceptions to this rule are testing equipment which can be labeled "TEST" and Personnel Complaint recordings which will have the PC number (PC17-23). Otherwise:

ID = CAD #

It must be labeled correctly in order to build cases. BE1712345 is the format. Leaving out the letters, leaving spaces or using hyphens are not acceptable.

The Title field shows the title of the electronic recording; AXON Interview (interview rooms), AXON Fleet (squad cars), AXON Flex (BWC's) and Photo, Audio and Video for those taken with AXON Capture. These are basic titles and can be left in some instances, but more information is needed most of the time of what is being captured.

The Category field labels the electronic recording and is set to retention schedules and laws pertaining to when evidence can be destroyed and therefore must be labeled correctly.

Examples of Evidence.com electronic recordings and how they should be tagged.

INTERVIEW ROOMS – Once an interview is recorded, you must log into Evidence.com to label your interview.			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	93489845-d3459-99387 (or something similar)	CAD #	BE1712345
Title	Axon Interview – (Hallway, Detective Bureau, Booking)	Name of subject being interviewed – which room interview was in	Jane Doe - Hallway
Category	none	Drop down list	Testing
Owner	Peterson, Jillian		
Uploaded by	Axon Interview		

Not Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> 56ad92e5-0dc8-4...	Axon Interview - Hallw...	Peterson, Jillian (3265)	Axon, Interview (1)	22 Aug 2017 15:46:27	22 Aug 2017 15:43:50	1m 37s Testing	Active

Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> BE1712345	Jane Doe - Hallway Inte...	Peterson, Jillian (3265)	Axon, Interview (1)	22 Aug 2017 15:46:27	22 Aug 2017 15:43:50	1m 37s Testing	Active

FLEET – Squad videos can be labeled in the vehicle under AXON VIEW XL			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	None	CAD # or BE17TEST*	BE1712345
Title	AXON Fleet Interview	Officer Name or information pertaining to video details	Donovan or Jane Doe Interview or Jane Doe Pursuit
Category	none	Drop down list	Testing
Owner	Donovan, Matt		
Uploaded by	None (Squad #?)		

Not Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> None	AXON Fleet Video 2017...	Donovan, Matt (182)	None	21 Aug 2017 20:18:56	21 Aug 2017 12:04:29	28m 49s None	Active

Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> BE17TEST	DONOVAN	Donovan, Matt (182)	None	22 Aug 2017 07:16:06	22 Aug 2017 07:15:05	35s Testing	Active

PHOTOS – Photos can be labeled in AXON CAPTURE.			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	None	CAD #	BE1712345
Title	PHOTO (date)	Couple photos – Describe More than a couple – do not change Title (will put in Folder in Evidence.com)	Vehicle Scratch PHOTO (date)
Category	none	Drop down list	Testing
Owner	Peterson, Jillian		
Uploaded by	Peterson, Jillian		

Not Tagged:

<input checked="" type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> None	PHOTO 2017-08-22 154...	Peterson, Jillian (3265)	Peterson, Jillian (3...	22 Aug 2017 16:28:56	22 Aug 2017 15:46:08	None	Active

Tagged (1 photo):

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> betest	Vehicle Scratch	Peterson, Jillian (3265)	Peterson, Jillian (3...	22 Aug 2017 13:47:08	22 Aug 2017 13:45:20	Testing	Active

Tagged (more than a couple of photos):

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> BE1712345	PHOTO 2017-08-22 154...	Peterson, Jillian (3265)	Peterson, Jillian (3...	22 Aug 2017 16:28:56	22 Aug 2017 15:46:08	Testing	Active

AUDIO – Audio recording labeled in AXON CAPTURE.			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	None	CAD #	BE1712345
Title	AUDIO (date)	Description of Audio	Jane Doe voicemail recording
Category	none	Drop down list	Testing
Owner	Peterson, Jillian		
Uploaded by	Peterson, Jillian		

Not Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> None	 AUDIO 2017-08-09 172...	 Peterson, Jillian (3265)	Peterson, Jillian (3...	09 Aug 2017 17:21:35	09 Aug 2017 17:20:16	10s	None Active

Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> be17test	 Jane Doe Voicemail Rec...	 Peterson, Jillian (3265)	Peterson, Jillian (3...	22 Aug 2017 14:46:06	22 Aug 2017 14:45:46	3s	Testing Active

VIDEO – Video recording labeled in AXON CAPTURE.			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	None	CAD #	BE1712345
Title	VIDEO (date)	Description of Video	Jane Doe Interview or House in Condemned State
Category	none	Drop down list	Testing
Owner	Peterson, Jillian		
Uploaded by	Peterson, Jillian		

Not Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> None	 VIDEO 2017-08-09 1716...	 Peterson, Jillian (3265)	Peterson, Jillian (3...	09 Aug 2017 17:18:49	09 Aug 2017 17:16:06	36s	None Active

Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> BE17test	 House in condemned St...	 Peterson, Jillian (3265)	Peterson, Jillian (3...	09 Aug 2017 17:18:49	09 Aug 2017 17:16:06	36s	Testing Active

BODY WORN CAMERA (BWC) – Video labeled in AXON VIEW.			
Labels	If not tagged, labels show:	Tag with:	Example:
ID	None	CAD #	BE1712345
Title	AXON Flex video	Leave as is or information pertaining to video details	Axon Flex Video or Jane Doe Field Sobriety
Category	none	Drop down list	Testing
Owner	Peterson, Jillian		
Uploaded by	Peterson, Jillian		

Not Tagged:

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> None	 AXON Flex Video 2017-...	 Daugherty, Brian (1974)	Daugherty, Brian (...)	13 Jul 2017 16:18:14	13 Jul 2017 16:16:02	48s	None Active

Tagged (No special information in Title):

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> be17test	 AXON Flex Video 2017-...	 Daugherty, Brian (1974)	Daugherty, Brian (...)	22 Aug 2017 14:33:22	22 Aug 2017 14:31:38	45s	Testing Active

Tagged (Information pertaining to video details):

<input type="checkbox"/> ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input type="checkbox"/> be17test	 Jane Doe Field Sobriety	 Daugherty, Brian (1974)	Daugherty, Brian (...)	22 Aug 2017 14:33:22	22 Aug 2017 14:31:38	45s	Testing Active

When all information is entered correctly, CASES will be made in Evidence.com to make sure all of your electronic recordings for an incident are shared with the court systems.

be17test 

 All Evidence

 Vehicle Photos [Click magnifying glass icon to preview files]

ADD FOLDER ADD TO FOLDER (0) REMOVE FROM CASE (0)

DELETE FOLDER

9 Files Found | 0 files selected

TITLE	FILE TYPE	UPLOADED BY	RECORDED DATE	DURATION
<input type="checkbox"/> Jane Doe - Hallway Interview Room - MainCam	Video	Axon, Interview	22 Aug 2017 - 15:43:50	1:36
<input type="checkbox"/> Jane Doe Voicemail Recording	Audio	Peterson, Jillian	22 Aug 2017 - 14:45:46	0:03
<input type="checkbox"/> Jane Doe Field Sobriety	Video	Daugherty, Brian	22 Aug 2017 - 14:31:38	0:44
<input type="checkbox"/> Vehicle Scratch	Image	Peterson, Jillian	22 Aug 2017 - 13:45:20	N/A
<input type="checkbox"/> DONOVAN	Video	Unassigned	22 Aug 2017 - 07:13:26	0:36
<input type="checkbox"/> House in condemned State	Video	Peterson, Jillian	09 Aug 2017 - 17:16:06	0:36
<input type="checkbox"/> PHOTO 2017-08-03 093415	Image	Peterson, Jillian	03 Aug 2017 - 09:34:15	N/A
<input type="checkbox"/> PHOTO 2017-08-03 093414	Image	Peterson, Jillian	03 Aug 2017 - 09:34:14	N/A
<input type="checkbox"/> AXON Flex Video 2017-07-13 1616	Video	Daugherty, Brian	13 Jul 2017 - 16:16:02	0:48

Cases in Evidence.com

A Case will be made when a report is sent to the District Attorney's office. Cases can be made by Officers if needed. Records staff will share cases with the District Attorney when a report is copied to the District Attorney's office. The Beloit City Attorney's office has access and does not require having cases shared with them.

Creating a Case

Case numbers will be searched first as to not duplicate. To create a case in Evidence.com:

Click CASES at the top of the page, enter in the CAD # in the ID field and click SEARCH. Make sure "0 Cases Found". If 0 cases are found, "CREATE CASE".

The screenshot displays the Evidence.com web interface. At the top, a navigation bar includes 'EVIDENCE', 'CASES' (highlighted in yellow), 'DEVICES', 'REPORTS', 'ADMIN', and 'HELP'. Below this, a secondary navigation bar shows 'ALL CASES', 'MY CASES', 'SHARED CASES', and 'CREATE CASE' (highlighted in red). The main form area contains several input fields: 'ID:' with the value 'BE17TEST' (highlighted in red), 'CATEGORY:' with a dropdown menu set to 'Any', 'STATUS:' with a dropdown menu set to 'Active', 'OWNER:', and 'TAG:'. Below these are 'DATE:' with a 'Create Date' dropdown, 'FROM:', and 'TO:'. A blue 'SEARCH' button is highlighted in red. At the bottom of the form, there are five buttons: 'UPDATE CATEGORY', 'UPDATE STATUS', 'REASSIGN', 'ADD MEMBER', and 'DELETE'. Below the buttons, a red box highlights the text '0 Cases Found |'. At the very bottom, a grey bar displays 'No Results Found'.

Once in "CREATE CASE", enter the CAD # in the ID field and click SUBMIT.

ID
Input Case ID Number To Add Matching Evidence To This Case.

Description

SUBMIT

It will bring up all evidence that has the same matching "ID" (CAD #). All the checkboxes should be marked. Click ADD TO CASE.

ADD MATCHING EVIDENCE

398 Files Found | 40 files selected

ADD TO CASE **SKIP TO CASE**

<input checked="" type="checkbox"/>	ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input checked="" type="checkbox"/>	be17test	Testing	kglass	Video	Class, Keyla	Unassigned	25 Aug 2017 - 15:13:45	25 Aug 2017 - 15:10:31	Active	0:44
<input checked="" type="checkbox"/>	BE17TEST	Testing	MANN J	Video	Mann, James	Unassigned	25 Aug 2017 - 15:13:01	25 Aug 2017 - 15:09:53	Active	0:36

It will advise you the amount of pieces of evidence was added and if there is any remaining due to a long list, how many are remaining.

38 piece(s) of evidence were successfully added to the case.
358 piece(s) of matching evidence remaining.

CONTINUE

(If there are more pieces that are remaining, repeat the above step until all pieces of evidence with the same CAD # are added.)

Adding evidence to a case already created

This will occur mostly when completing supplemental reports. To add evidence to a case already created:

Click CASES at the top of the page, enter in the CAD # in the ID field and click SEARCH. When there is a case it will advise "1 Cases Found" and will give the case at the bottom. Double click on the ID (CAD #) in that case to open it.

The screenshot shows the software interface with the following elements:

- Navigation bar: EVIDENCE, **CASES**, DEVICES, REPORTS, ADMIN, HELP. User: PETERSON, JILLIAN (\$265), Last login 25 Aug 2017, [SIGN OUT]
- Sub-navigation: ALL CASES, MY CASES, SHARED CASES, CREATE CASE
- Search form: ID: BE17test, CATEGORY: Any, STATUS: Active, OWNER: , TAG: , FLAGGED: Any, DATE: Create Date, FROM: , TO: . A red box highlights the ID field and the SEARCH button.
- Action buttons: UPDATE CATEGORY, UPDATE STATUS, REASSIGN, ADD MEMBER, DELETE, EXPORT
- Notification: 1 Cases Found |
- Table with columns: ID, CATEGORY, STATUS, CREATE DATE, LAST UPDATE DATE ▲, OWNER, ACTIONS. The row for BE17TEST is highlighted with a red box.

ID	CATEGORY	STATUS	CREATE DATE	LAST UPDATE DATE ▲	OWNER	ACTIONS
BE17TEST	None	Active	25 Aug 2017 - 16:16:11	25 Aug 2017 - 16:20:08	Peterson, Jillian	✕

Once in the case, click ADD EVIDENCE.

ALL CASES MY CASES SHARED CASES CREATE CASE

ADD EVIDENCE SHARE ENTIRE CASE VIEW MEMBERS VIEW MAP VIEW AUDIT TRAIL

BE17TEST  CASE DETAILS

 All Evidence Created: 25 Aug 2017 16:16:11 -05:00
Status: Active

ADD FOLDER

DELETE FOLDER

DESCRIPTION

No description entered

CATEGORIES

It will take you to the EVIDENCE screen with a list of all electronic recordings. Put the CAD # in the ID field and click Search to find the evidence you want to add. Click the ID tab to pick all evidence. Click ADD TO CASE. (You can add other evidence from other CAD #'s if needed.)

ALL EVIDENCE MY EVIDENCE SHARED EVIDENCE EVIDENCE MAP IMPORT EVIDENCE

ID: TITLE: USER OR GROUP: DATE: CATEGORY: TAG:

RESET FILTERS

[SHOW ADVANCED SEARCH](#)

398 ITEMS FOUND | 100 SELECTED

VIEW TYPE: SORT BY: Recorded On SORT ORDER: Az ↑ | Za ↓

<input checked="" type="checkbox"/>	ID	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON ↓	CATEGORY	STATUS
<input checked="" type="checkbox"/>	be17test	 kglass	 Glass, Kayla (3591)	None	25 Aug 2017 15:13:45	25 Aug 2017 15:10:31	44s Testing	Active
<input checked="" type="checkbox"/>	BE17TEST	 MANN J	 Mann, James (3667)	None	25 Aug 2017 15:13:01	25 Aug 2017 15:09:53	36s Testing	Active

It will ask ADD SELECTED EVIDENCE TO CASE. Click OKAY.



Add selected evidence to case?

CANCEL

OKAY

If evidence was already attached to the case, it will tell you.

Couldn't add all evidence to case

 **22** SUCCESSFULLY ADDED

 **78** FAILED TO ADD
Evidence already belongs to this case

ADD MORE EVIDENCE

RETURN TO CASE

If a case has been shared with the DA's office, you will get a message advising of this. You will want to click the toggle to SHARE WITH LISTED PARTNER(s) so the new evidence it sent.

Evidence added to case

 **3** SUCCESSFULLY ADDED

This case has previously been shared with other partner(s):

- Rock County (WI) District Attorney's Office

Share with listed partner(s)

ADD MORE EVIDENCE

RETURN TO CASE

To provide the evidence you just added to the listed partners, check the "Share with listed partner(s)" checkbox. This will send an email to each member of this shared case in each partner agency letting them know the case has been updated.

SHARING CASES WITH THE DISTRICT ATTORNEY

Any reports going to the District Attorney's (DA's) office will also need the case shared with them. These reports will include but not limited to:

Reports where a person was arrested or cited state side and/or are in-custody,
Reports (supplements) with warrant requests,
Traffic Citations going state side, and
Any report which the narrative would indicate that the report needs to go the DA's office.

This step will be done when creating a case, or by special request of an officer or member of the DA's office. To share cases with the DA:

Click CASES at the top of the page, enter in the CAD # in the ID field and click SEARCH.
Double click on the ID (CAD #) in that case to open it.

EVIDENCE **CASES** DEVICES REPORTS ADMIN HELP

PETERSON, JILLIAN (5265)
Last login 25 Aug 2017
[SIGN OUT]

ALL CASES MY CASES SHARED CASES CREATE CASE

ID: CATEGORY: Any STATUS: All OWNER: TAG: FLAGGED: Any

DATE: Create Date FROM: TO:

SEARCH

UPDATE CATEGORY UPDATE STATUS REASSIGN ADD MEMBER DELETE EXPORT

1 Cases Found | PAGE LAYOUT: Table

ID	CATEGORY	STATUS	CREATE DATE	LAST UPDATE DATE	OWNER	ACTIONS
BE17TEST	None	Active	25 Aug 2017 - 16:16:11	25 Aug 2017 - 17:19:26	Peterson, Jillian	

Click **SHARE ENTIRE CASE**.

EVIDENCE **CASES** DEVICES REPORTS ADMIN HELP

PETERSON, JILLIAN (5265)
Last login 25 Aug 2017
[SIGN OUT]

ALL CASES MY CASES SHARED CASES CREATE CASE

ADD EVIDENCE **SHARE ENTIRE CASE** VIEW MEMBERS VIEW MAP VIEW AUDIT TRAIL

BE17TEST CASE DETAILS

All Evidence Created: 25 Aug 2017 16:16:11 - 05:00
Status: Active

ADD FOLDER DELETE FOLDER

DESCRIPTION
No description entered

CATEGORIES

Click the toggle for **SHARE WITH PARTNER AGENCY** and then click **NEXT**.

Case Share

ADD AGENCY MEMBERS [?]

SEND DOWNLOAD LINK [?]

SHARE WITH PARTNER AGENCY [?]

CANCEL **NEXT**

Start typing in the first field ROCK DA and it will give you a drop down to pick from. Pick “Group: Rock DA, Agency: Rock County (WI) District Attorney’s Office” and it will highlight in green above the field. Click all toggles for AUDIT LOGS, NOTES, CLIPS, MARKERS. Click SHARE.

Share With Partner Agency
Provide a copy of this case to a partner agency, such as a DA. They will receive their own copy to manage independently.

Group: Rock DA, Agency: Rock County (WI) District Attorney's Office *

Enter last name, first name, badge ID, or email address of user to share with OR search for case sharing group by agency

INCLUDE

Audit Logs Notes Clips Markers

OPTIONAL MESSAGE TO RECIPIENT(S)

CASE EVIDENCE

kglass

CANCEL SHARE

You will get this message. Click OK and it will take you back to the case.

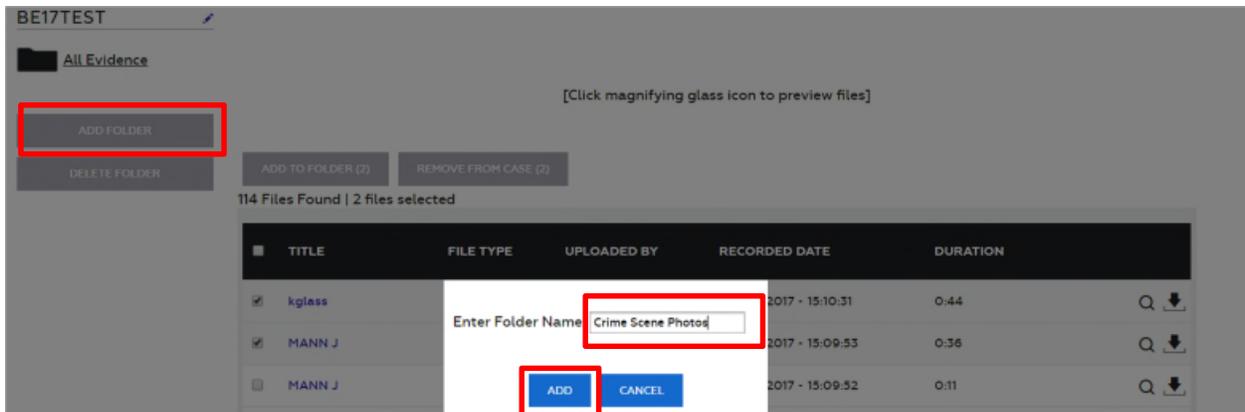
This case was shared with Rock County (WI) District Attorney's Office. They will receive a notification after the evidence has been copied into their agency. No further action is required.

OK

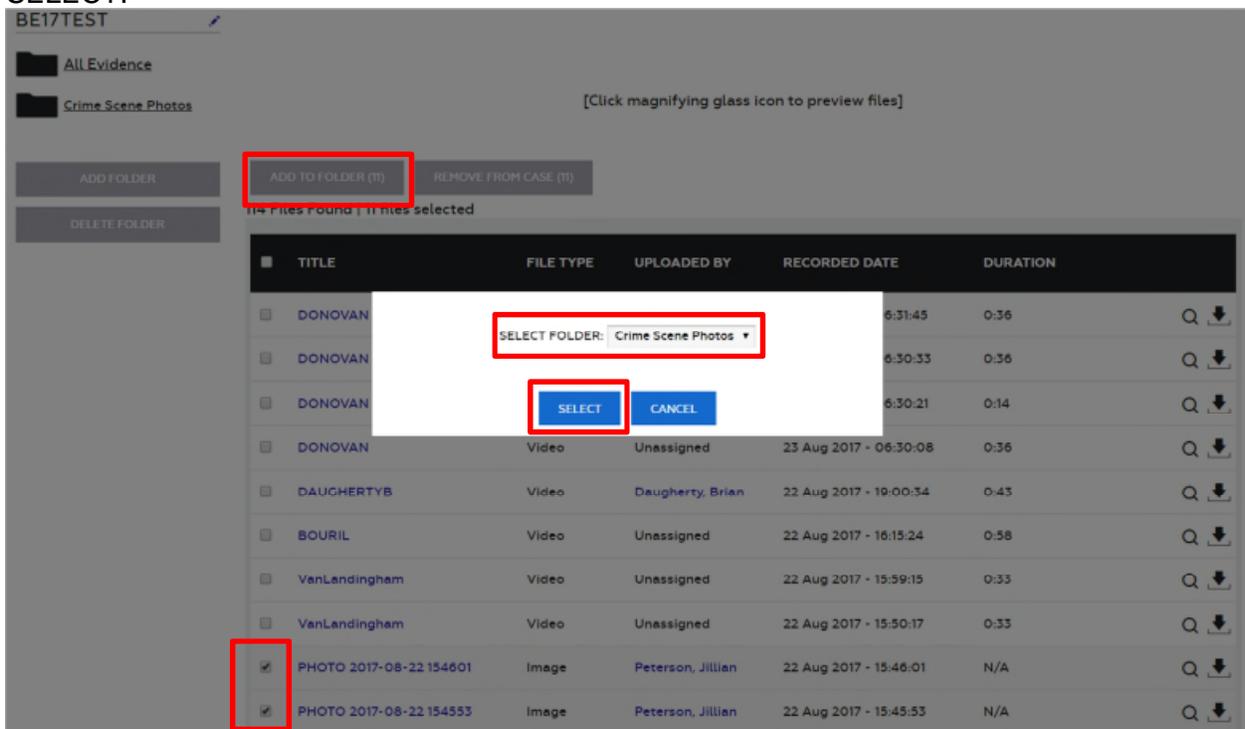
Making folders in cases

Detectives working on cases and evidence techs who may take numerous photos and at different time may find it easier to make folders so they can find the electronic recordings easier. Making a folder in a case:

While in the case click ADD FOLDER, label your folder and click ADD.



The folder will show up under the “All Evidence” folder. Click the toggles in front of the evidence you want in that folder and click ADD TO FOLDER, select the folder you want them in and click SELECT.



It will advise how many pieces of evidence was placed in the folder.

11 piece(s) of evidence were successfully added to the folder.



The pieces of evidence will still be in the “All Evidence” folder. Putting all the photos labeled in a folder assists in knowing what those photos are without labeling each and every photo. It also can assist Detectives organizing evidence.

BE17TEST

- All Evidence
- Crime Scene Photos**
- Vehicle Search Photos
- Interviews
- Victim Photos
- All Fleet Videos

ADD FOLDER
DELETE FOLDER

[Click magnifying glass icon to preview files]

ADD TO FOLDER (0) REMOVE FROM FOLDER (0) REMOVE FROM CASE (0)

11 Files Found | 0 Files Selected

TITLE	FILE TYPE	UPLOADED BY	RECORDED DATE	DURATION
<input type="checkbox"/> PHOTO 2017-08-22 154420	Image	Peterson, Jillian	22 Aug 2017 - 15:44:21	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154437	Image	Peterson, Jillian	22 Aug 2017 - 15:44:37	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154334	Image	Peterson, Jillian	22 Aug 2017 - 15:43:34	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154441	Image	Peterson, Jillian	22 Aug 2017 - 15:44:42	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154309	Image	Peterson, Jillian	22 Aug 2017 - 15:43:10	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154601	Image	Peterson, Jillian	22 Aug 2017 - 15:46:01	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154539	Image	Peterson, Jillian	22 Aug 2017 - 15:45:39	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154320	Image	Peterson, Jillian	22 Aug 2017 - 15:43:20	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154348	Image	Peterson, Jillian	22 Aug 2017 - 15:43:48	N/A
<input type="checkbox"/> PHOTO 2017-08-22 154402	Image	Peterson, Jillian	22 Aug 2017 - 15:44:02	N/A

Interview Room Procedure.pdf



BELOIT POLICE DEPARTMENT



**Beloit Police Department
Axon Interview Room
Axon Evidence.com
Quick Reference Guide**

August 2016



BELOIT POLICE DEPARTMENT



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BELOIT POLICE DEPARTMENT



Logging In Axon Interview

Before you can use Axon Interview, you must log in.

1. Enter your username and password.
2. Tap **Login**.

BELOIT POLICE DEPARTMENT
Detective Bureau Interview Room

AUG 8 2016 | 10:49:52 AM

LOGIN

PLEASE ENTER YOUR USERNAME & PASSWORD

USERNAME:

PASSWORD:

1 2 3 4 5 6 7 8 9 0 - = Bksp

Tab q w e r t y u i o p [] \

Caps a s d f g h j k l ; " Enter

Shift z x c v b n m , . / Shift

LOGIN



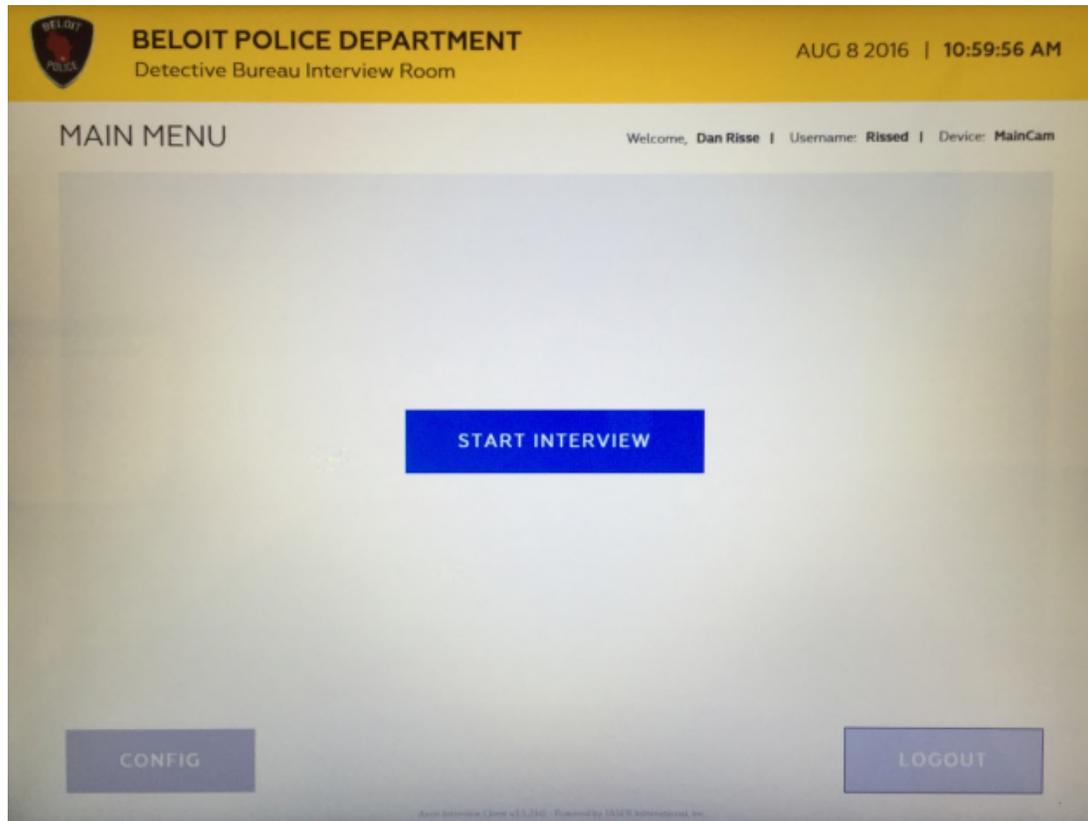
BELOIT POLICE DEPARTMENT



Recording an Interview

After you log in, the Main Menu appears.

To begin recording an interview, tap **Start Interview**.





BELOIT POLICE DEPARTMENT



Add Pre-Recording Metadata Tags

If the Pre-Recording Metadata screen appears, your department requires the entry of metadata tags before you can begin recording the interview. Your Axon Interview will show metadata tags that your administrator has configured.

Note: Your administrator can configure pre-recording metadata tags in Axon Commander, which supports fully customizable names and options for tags. For more information, see the Axon Commander User Guide.

The following sections provide examples of adding text and choice metadata tags.

Adding Text Metadata Tags

Text metadata tags require that you use the keyboard to type the information.

1. For each text metadata tag, tap the text box and type the required information.

In the example below, Interviewee and Interviewer are text metadata tags.

2. Tap **Next**.

BELOIT POLICE DEPARTMENT
Detective Bureau Interview Room

AUG 8 2016 | 11:04:52 AM

INTERVIEW

Welcome, Dan Risse | Username: Rissed | Device: MainCam

PRE-RECORDING METADATA

Case Number

Interviewee Name

MAIN MENU NEXT



BELOIT POLICE DEPARTMENT



Adding Choice Metadata Tags

Choice metadata tags require that you tap the relevant value for each tag.

0. For each choice metadata tag, tap the applicable value.

In the example below, Categories is a choice metadata tag with five possible values: Criminal Investigation, Municipal Investigation, Uncategorized, Intel / Complaint, Traffic Offenses.

In the example below, Interview Type is a choice metadata tag with six possible values: Intel, Offender, Victim, Lineup, Other, and Witness. You will need to slide arrow down to see all six values. Refer to the next page for all Interview Type values.

The screenshot displays the 'INTERVIEW' screen of the Beloit Police Department's software. At the top, the header includes the department name, 'Detective Bureau Interview Room', the date 'AUG 8 2016', and the time '11:28:04 AM'. Below the header, the user is greeted with 'Welcome, Dan Risse' and their login details: 'Username: RisseD' and 'Device: MainCam'. The main content area is titled 'PRE-RECORDING METADATA' and contains two sections: 'CATEGORIES' and 'INTERVIEW TYPE'. The 'CATEGORIES' section has five buttons: 'Criminal Investigation', 'Municipal Investigation', 'Uncategorized', 'Intel / Complaint', and 'Traffic Offence'. The 'INTERVIEW TYPE' section has four buttons: 'Intel', 'Offender', 'Lineup', and 'Other'. A vertical scroll bar is visible on the right side of the 'INTERVIEW TYPE' section. At the bottom of the screen, there are three buttons: 'BACK', 'MAIN MENU', and 'NEXT'. A small copyright notice is visible at the very bottom: 'Acme Software Client v1.1.210. Powered by MCEP International, Inc.'



BELOIT POLICE DEPARTMENT



BELOIT POLICE DEPARTMENT AUG 8 2016 | 11:28:04 AM
Detective Bureau Interview Room

INTERVIEW Welcome, **Dan Risse** | Username: **Rissed** | Device: **MainCam**

PRE-RECORDING METADATA

CATEGORIES

- Criminal Investigation
- Municipal Investigation
- Uncategorized
- Intel / Complaint
- Traffic Offence

INTERVIEW TYPE

- Intel
- Offender
- Lineup
- Other

BACK MAIN MENU NEXT

Acorn Interview Client v1.1.210 - Powered by 18000 International, Inc.

1. Tap **Next**.



BELOIT POLICE DEPARTMENT



Confirm Pre-Recording Metadata

After you add answers for all pre-recording metadata tags, a confirmation screen appears.

1. Review the pre-recording metadata tags that you added.
2. If you find an error, tap **Back** and correct the error.
3. If all pre-recording metadata is correct, tap **Start Recording**.

The screenshot shows the Beloit Police Department interview software interface. At the top, the header includes the department logo, name, and location: "BELOIT POLICE DEPARTMENT Detective Bureau Interview Room". The date and time are "AUG 8 2016 | 12:03:03 PM". Below the header, the user is logged in as "Dan Risse" with the username "Rissed" and device "MainCam". The main screen is titled "INTERVIEW" and "PRE-RECORDING METADATA CONFIRMATION". A central box displays the following metadata:

Case Number:	BE99999 Test
Interviewee Name:	Risse
Categories:	Criminal Investigation
Interview Type:	Offender

Below the box, instructions read: "Click **START RECORDING** if correct" and "Click **BACK** to make changes". At the bottom, there are three buttons: "BACK", "MAIN MENU", and "START RECORDING". A small footer at the bottom of the screen reads: "Acorn Interview Client v3.5.210 - Powered by SAGE International, Inc."



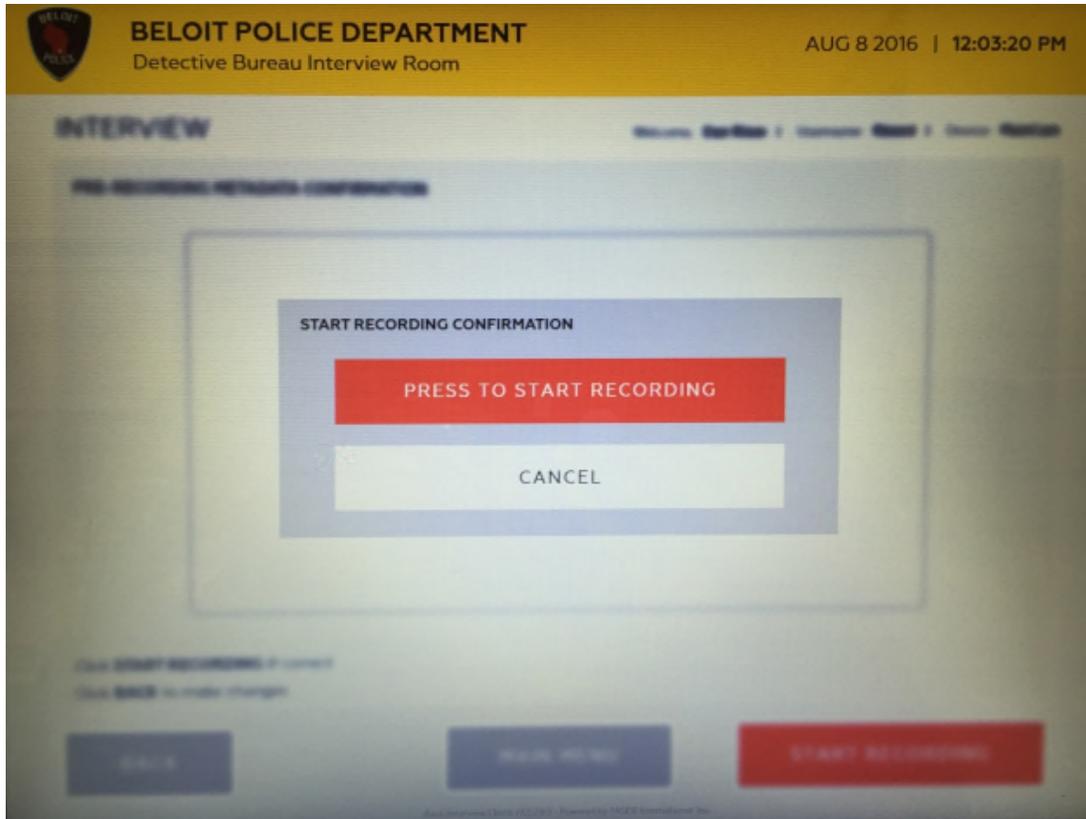
BELOIT POLICE DEPARTMENT



Start Recording

A Start Recording Confirmation message appears, to ensure that you are ready to begin the interview.

When you are ready to start recording, tap **Press to Start Recording**.





BELOIT POLICE DEPARTMENT



Verifying Recording Status

While Axon Interview is recording, the Live Recording screen appears. The figure below shows the following items:

1. The start time and other interview information appears above the video player.
2. The video player shows the room that Axon Interview is recording.
3. At the bottom of the video player is the current time and date, which are visible later when the recording is viewed.
4. To the right of the video player, the sound bar is the vertical bar with a small amount of green at its bottom. The sound bar indicates the sound volume inside the interview room. The height of the green portion is relative to the sound volume in the interview room. The louder the sound volume inside the room, the taller the green portion is.

The screenshot displays the 'LIVE RECORDING' interface for the Beloit Police Department. At the top, it shows the department name and the location 'Detective Bureau Interview Room'. The current date and time are 'AUG 8 2016 | 12:23:30 PM'. Below this, the user is identified as 'Dan Risse' with a 'MainCam' device. The main area is a video player showing a room with a desk, a chair, and a pink chair. A red box highlights the video player area, with callout '2' pointing to it. Above the video player, a metadata bar contains information: 'START-TIME: 08/08/2016 12:23:17 PM | OFFICER: Dan Risse | CASE NUMBER: BE99999 Test | INTERVIEWEE NAME: Risse | CA...'. Callout '1' points to this bar. At the bottom of the video player, a timestamp '08/08/2016 12:23:30 PM' is visible, with callout '3' pointing to it. To the right of the video player is a control panel with buttons: 'CREATE BOOKMARK', 'MONITOR SOUND ON', 'MASK AUDIO', 'MASK VIDEO', and 'MASK AUDIO/VIDEO'. A vertical green bar indicates the sound volume, with callout '4' pointing to it. At the bottom of the interface are 'LOCK' and 'STOP RECORDING' buttons.



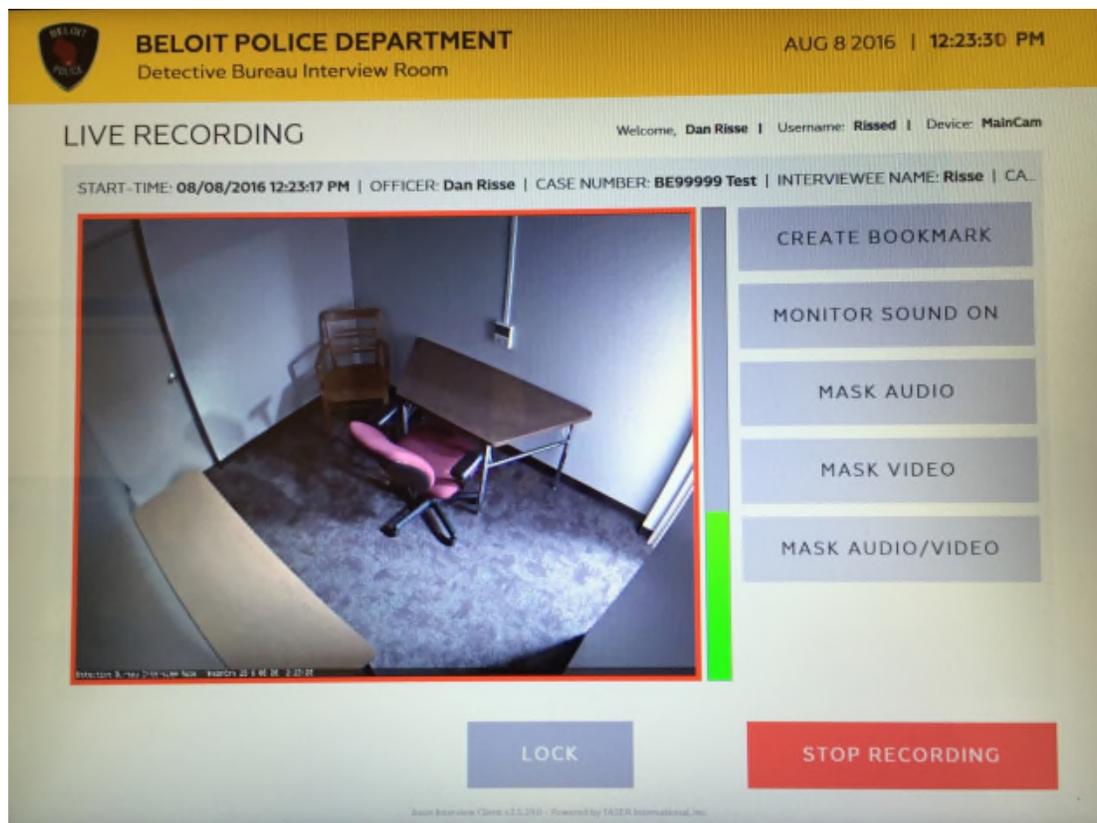
BELOIT POLICE DEPARTMENT



Checking Sound

If you want to verify that Axon Interview is recording sound from the interview room, you can check for sound. The figure below shows the following items:

1. The monitor sound is on. Tap if shows monitor sound off.
2. To the right of the video player, the sound bar is the vertical bar with a small amount of green at its bottom. The sound bar indicates the sound volume inside the interview room. The height of the green portion is relative to the sound volume in the interview room. The louder the sound volume inside the room, the taller the green portion is.



If your speakers are powered on, you can hear what Axon Interview is recording.

3. If you do not hear any sound, follow your department's policy for resolving issues with Axon Interview.



BELOIT POLICE DEPARTMENT



If you want to mute the sound from the interview room coming from the control monitor, tap Monitor Sound On. The display will then read Monitor Sound Off. The Axon Interview is still recording sound just not heard at the control monitor as evidenced by the sound bar showing green.

BELOIT POLICE DEPARTMENT
Detective Bureau Interview Room

AUG 8 2016 | 12:24:07 PM

LIVE RECORDING Welcome, Dan Risse | Username: Rissed | Device: MainCam

START-TIME: 08/08/2016 12:23:17 PM | OFFICER: Dan Risse | CASE NUMBER: BE99999 Test | INTERVIEWEE NAME: Risse | CA...

CREATE BOOKMARK

MONITOR SOUND OFF

MASK AUDIO

MASK VIDEO

MASK AUDIO/VIDEO

LOCK

STOP RECORDING

Axon Interview Client v3.5.290 - Powered by TIGER International, Inc.



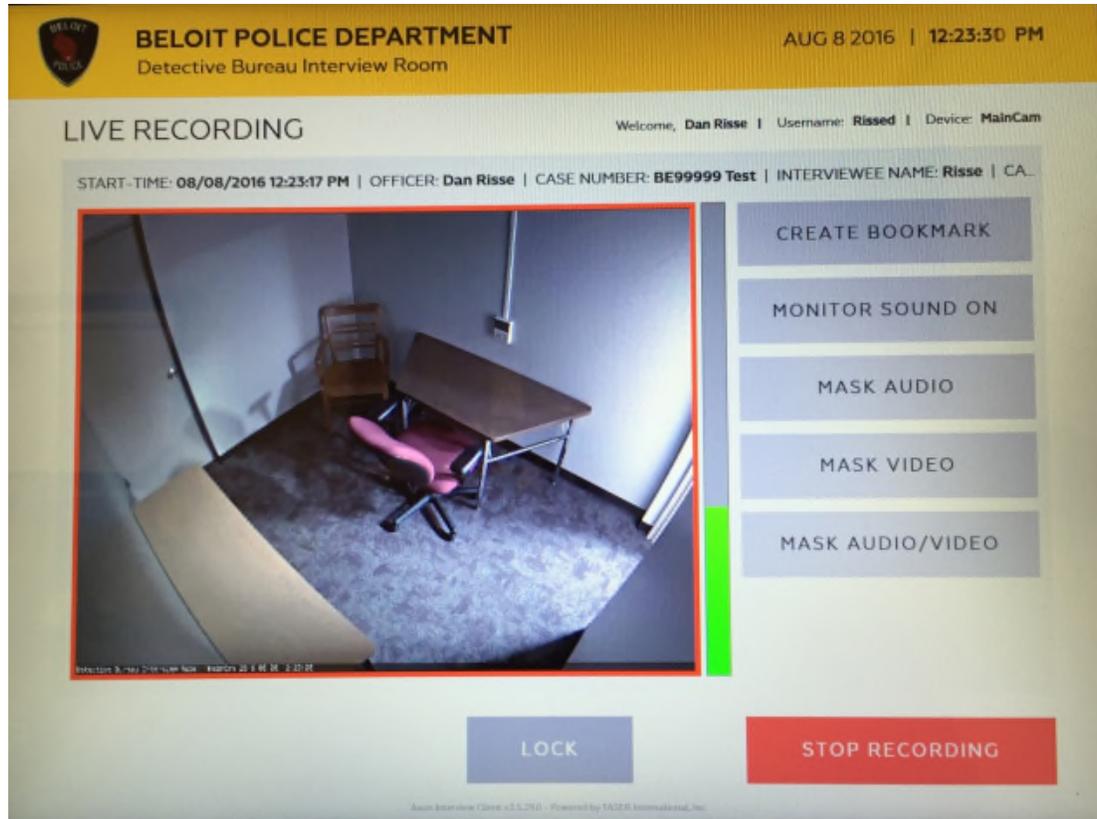
BELOIT POLICE DEPARTMENT



Creating a Bookmark

If you want to mark a point in the interview, such as the beginning of a privileged conversation, you can create a bookmark.

1. Tap **Create Bookmark**.





BELOIT POLICE DEPARTMENT



2. In **Event Type** box, enter a value in accordance to your departmental standards.
3. Tap the **Description** box and then then enter a description of the event in accordance with your department standards.
4. Tap **Save**. The live recording screen appears.

The screenshot shows the 'BOOKMARK' screen of the Beloit Police Department mobile application. The header is yellow and contains the department logo, name, and location: 'BELOIT POLICE DEPARTMENT Detective Bureau Interview Room'. The date and time are 'AUG 8 2016 | 2:12:40 PM'. Below the header, the user is logged in as 'Dan Risse' with the username 'Rissed' and device 'MainCam'. The screen displays a 'TIMESTAMP: 2016/08/08 14:12:16'. There are two input fields: 'EVENT TYPE:' and 'DESCRIPTION:'. A virtual keyboard is overlaid on the screen, and at the bottom, there are 'CANCEL' and 'SAVE' buttons.



BELOIT POLICE DEPARTMENT



Masking Audio

When you need to prevent Axon Interview from recording the sounds in the interview room, such as during a privileged conversation between an attorney and a client, use the Mask Audio feature. This feature does not affect video recording.

1. Tap **Mask Audio**. Axon Interview stops recording sound from the microphone in the interview room.

The screenshot displays the Axon Interview software interface for the Beloit Police Department. The interface is titled "BELOIT POLICE DEPARTMENT" and "Detective Bureau Interview Room". The date and time are "AUG 8 2016 | 12:23:30 PM". The user is identified as "Dan Risse" with the username "Rissed" and device "MainCam". The interface shows a "LIVE RECORDING" status. The start time is "08/08/2016 12:23:17 PM", the officer is "Dan Risse", the case number is "BE99999 Test", and the interviewee name is "Risse". The main view is a video feed of an interview room with a desk, a chair, and a pink chair. On the right side, there are several control buttons: "CREATE BOOKMARK", "MONITOR SOUND ON", "MASK AUDIO", "MASK VIDEO", and "MASK AUDIO/VIDEO". At the bottom, there are "LOCK" and "STOP RECORDING" buttons. The interface is powered by TAZER International, Inc.



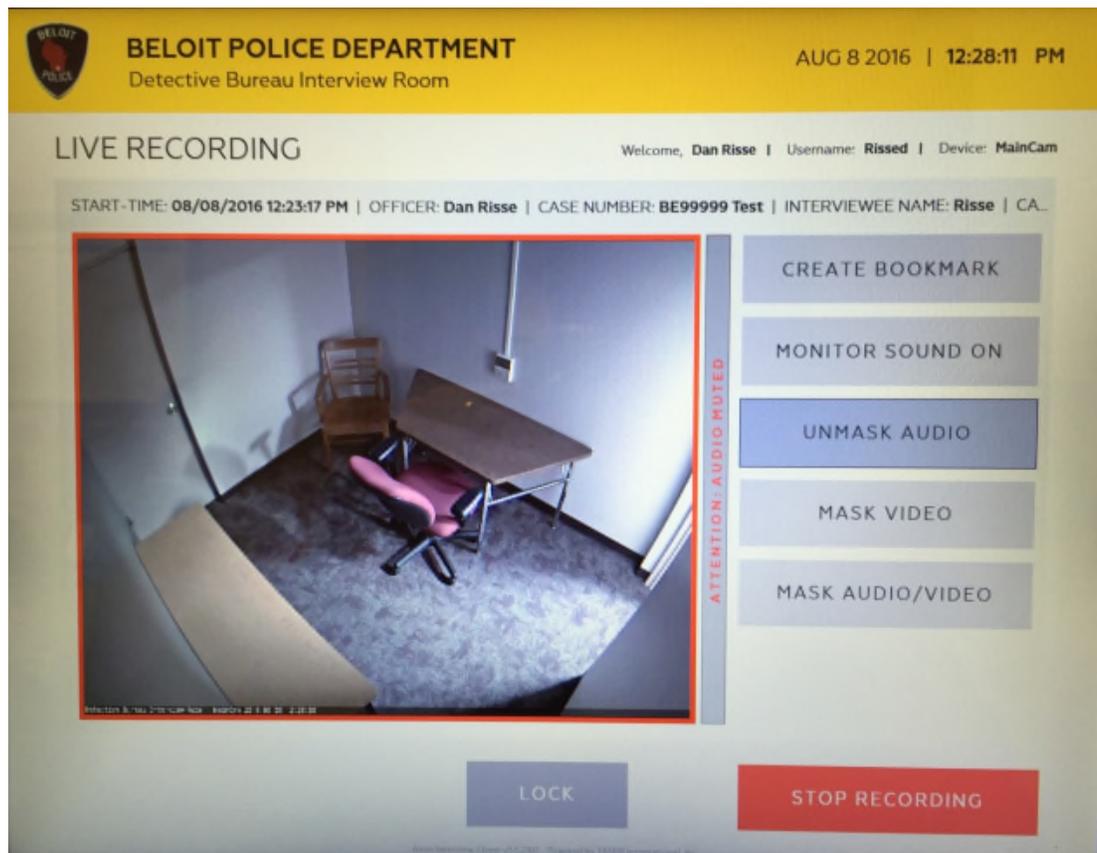
BELOIT POLICE DEPARTMENT



2. To verify that audio is masked, look for the following items on the screen:

- The sound bar shows the message, “Attention: Audio Muted”.
- The Unmask Audio button appears.

3. When you want to resume recording sound, tap **Unmask Audio**. The Mask Audio button reappears. The sound bar resumes showing the sound volume in the interview room.





BELOIT POLICE DEPARTMENT



Masking Video

When you need to prevent Axon Interview from recording video from the interview room, use the Mask Video feature. This feature does not affect audio recording.

1. Tap **Mask Video**. Axon Interview stops recording from the camera in the interview room.

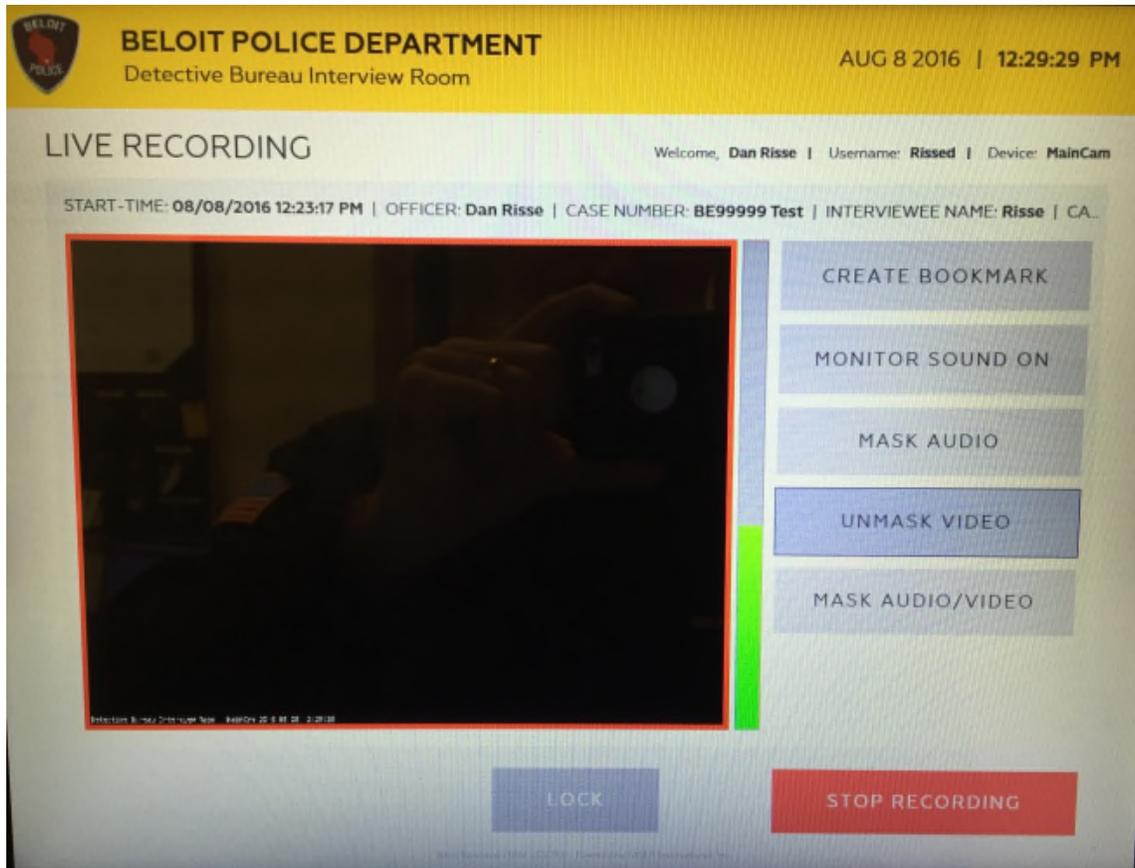
The screenshot displays the Axon Interview software interface for the Beloit Police Department. At the top, it shows the department name and the location: "BELOIT POLICE DEPARTMENT Detective Bureau Interview Room". The date and time are "AUG 8 2016 | 12:23:30 PM". Below this, it says "LIVE RECORDING" and "Welcome, Dan Risse | Username: Rissed | Device: MainCam". A status bar shows "START-TIME: 08/08/2016 12:23:17 PM | OFFICER: Dan Risse | CASE NUMBER: BE99999 Test | INTERVIEWEE NAME: Risse | CA...". The main area features a live video feed of an interview room with a desk, a chair, and a camera. To the right of the video feed is a vertical menu with buttons: "CREATE BOOKMARK", "MONITOR SOUND ON", "MASK AUDIO", "MASK VIDEO", and "MASK AUDIO/VIDEO". At the bottom, there are two large buttons: "LOCK" and "STOP RECORDING".



BELOIT POLICE DEPARTMENT



2. If you want to verify that video is masked, look for the following items on the screen:
 - A black box appears in the video player.
 - The Unmask Video button appears.
3. When you want to resume recording video, tap **Unmask Video**.



The Mask Video button reappears. The video player resumes showing the interview room.



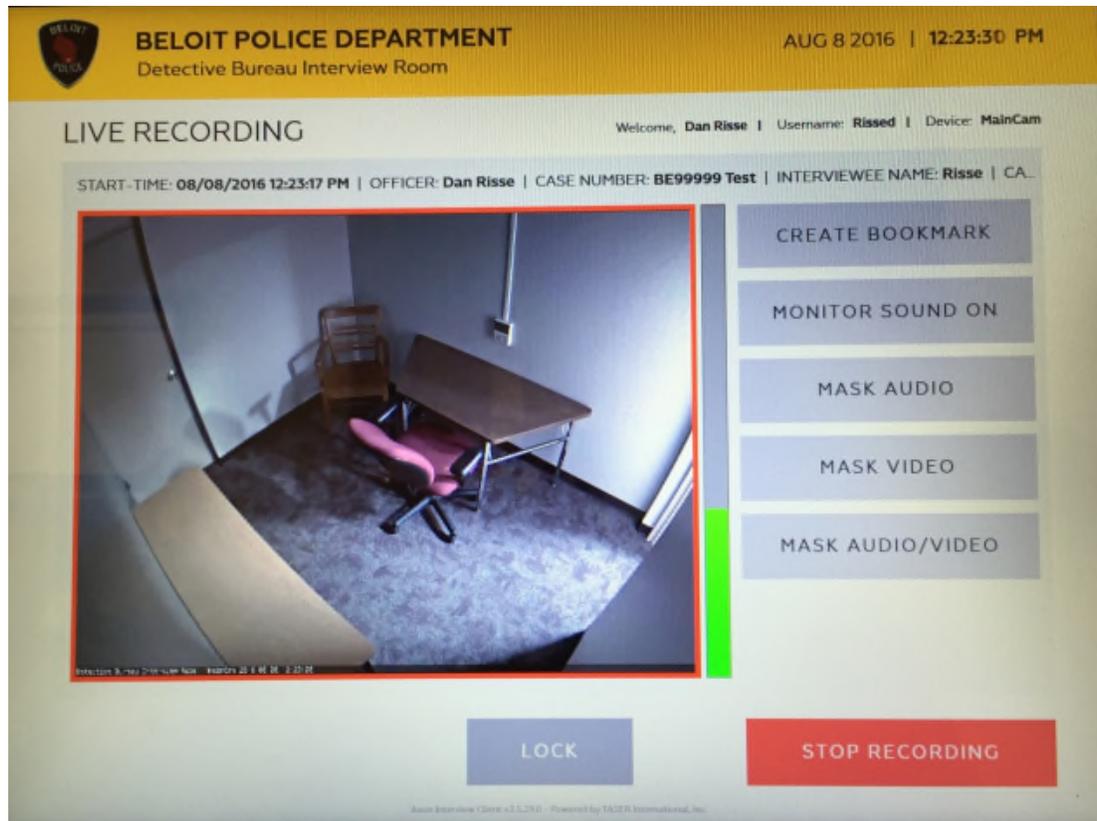
BELOIT POLICE DEPARTMENT



Masking Both Audio and Video

When you need to prevent Axon Interview from recording both audio and video from the interview room, use the Mask Audio/Video feature.

1. Tap **Mask Audio/Video**.



Axon Interview stops recording video and sound from the interview room.



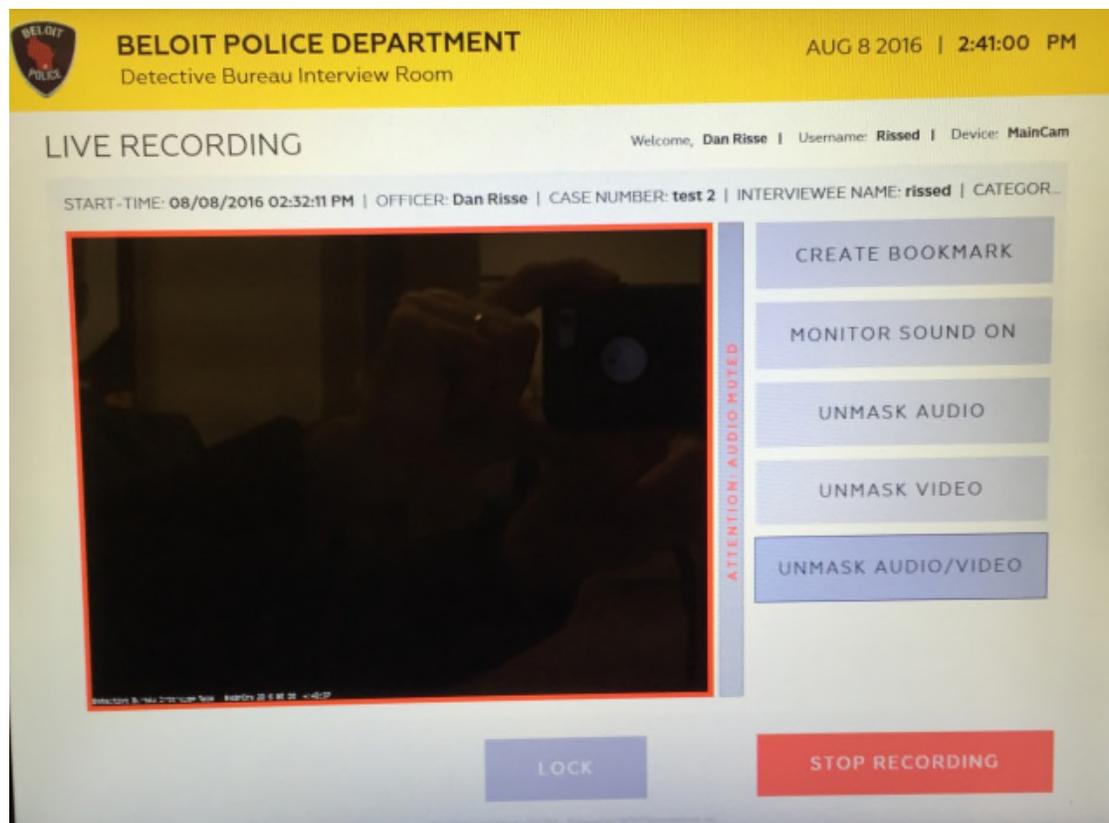
BELOIT POLICE DEPARTMENT



2. If you want to verify that both audio and video are masked, look for the following items on the screen:

- A black box appears in the video player.
- The sound bar shows the message, “Attention: Audio Muted”.
- The Unmask Audio, Unmask Video, and Unmask Audio/Video buttons appear.

Note: During playback, the time stamp appears on the screen, indicating that the interview continued while you masked both audio and video.



3. When you want to resume recording audio and video, tap **Unmask Audio/Video**.

The Mask Audio, Mask Video, and Mask Audio/Video buttons reappear. The video player resumes showing the interview room. The sound bar resumes showing the sound volume.



BELOIT POLICE DEPARTMENT

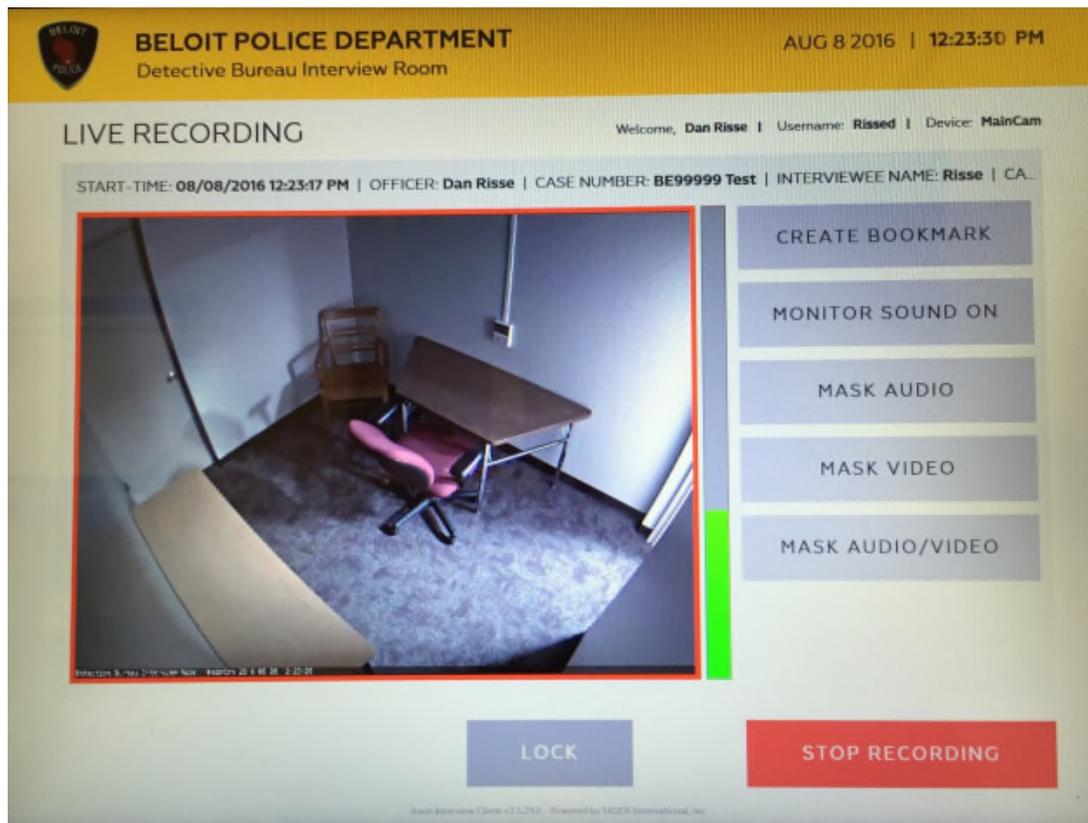


Stop Recording

You can stop the recording as needed.

Note: After stopping a recording, you cannot resume recording. To continue recording, you must create a new recording, including adding all pre-recording metadata tags again.

1. When you are ready to stop recording, tap **Stop Recording**.



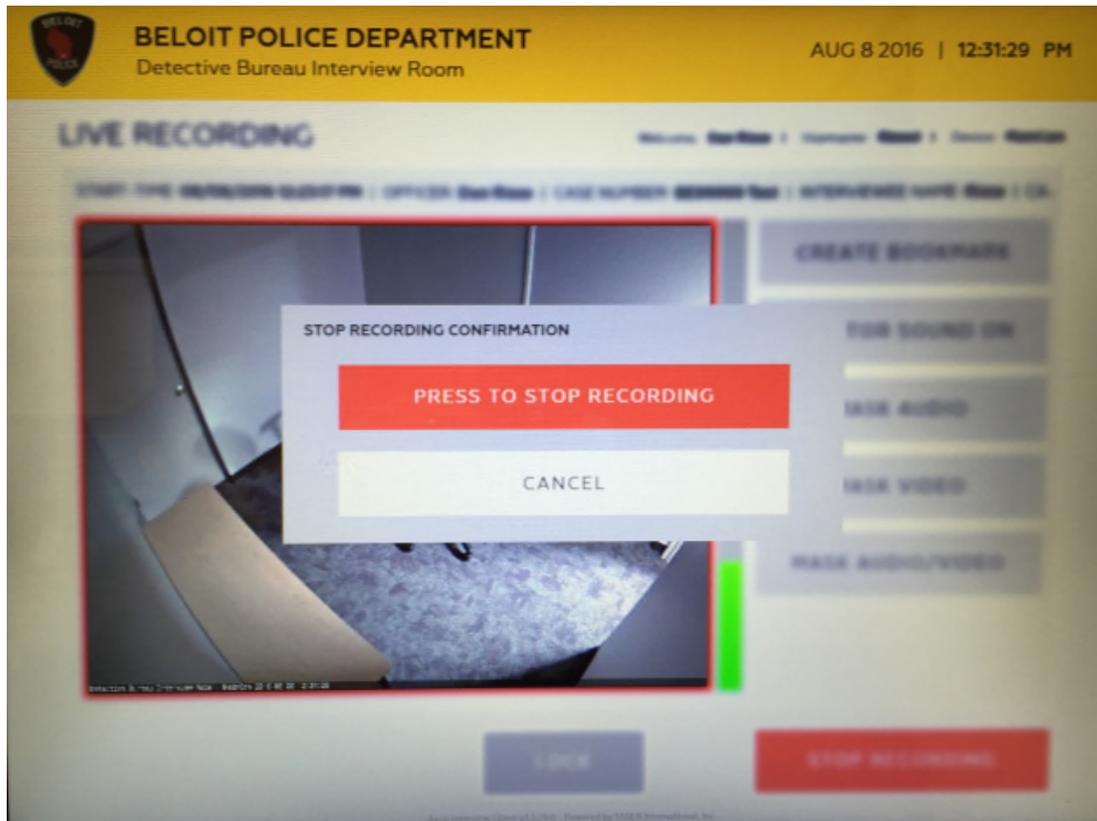
The Stop Recording Confirmation dialog box appears.



BELOIT POLICE DEPARTMENT



2. If you do *not* want to stop recording, tap **Cancel**.
3. If you want to stop recording, tap **Press to Stop Recording**.





BELOIT POLICE DEPARTMENT



Add Post-Recording Metadata Tags

If the Post-Recording Metadata screen appears, your department requires the entry of metadata tags after you stop recording the interview. Your Axon Interview will show metadata tags that your administrator has configured.

1. For each metadata tag, add a value.

The figure below shows an example of a choice metadata tag named "Interview".

2. Tap **Next**.

BELOIT POLICE DEPARTMENT
Detective Bureau Interview Room

AUG 8 2016 | 12:33:11 PM

INTERVIEW

Welcome, Dan Risse | Username: Rissed | Device: MainCam

POST-RECORDING METADATA

Interviewer 1

Interviewer 2

1 2 3 4 5 6 7 8 9 0 - = Bksp

Tab q w e r t y u i o p [] \

Caps a s d f g h j k l ; " Enter

Shift z x c v b n m , . / Shift

NEXT



BELOIT POLICE DEPARTMENT



Confirm Post-Recording Metadata

After you select answers for all post-recording metadata, a confirmation screen appears.

1. Review all post-recording metadata.
2. If you find an error, tap **Back** and correct the error.
3. If all post-recording metadata is correct, tap **Finish**.

The screenshot displays the Beloit Police Department interface for an interview room. At the top, the header includes the department name, location (Detective Bureau Interview Room), and the date and time (AUG 8 2016 | 12:33:26 PM). Below the header, the word "INTERVIEW" is displayed, along with a welcome message for Dan Risse and user information (Username: Rissed, Device: MainCam). The main content area is titled "POST-RECORDING METADATA CONFIRMATION" and contains a large rectangular box with the text "Interviewer 1: Risse". At the bottom of the screen, there are two buttons: "BACK" and "FINISH". Below the buttons, there is a small instruction: "Click FINISH if correct" and "Click BACK to make changes".



BELOIT POLICE DEPARTMENT



View Asset Information

The Asset Information screen includes two areas.

The Metadata Information area shows the metadata that you provided before and after the recording. It also includes any bookmarks you created during the recording.

The Recording Information area shows data about the recording itself.

The screenshot shows the 'INTERVIEW' screen for the Beloit Police Department. The header includes the department name, 'Detective Bureau Interview Room', the date 'AUG 8 2016', and the time '12:33:43 PM'. The user is identified as 'Dan Risse' with username 'Rissed' and device 'MainCam'. The main content is an 'ASSETS SUMMARY' section with two sub-sections: 'METADATA INFORMATION' and 'RECORDING INFORMATION'. The metadata section shows the start operator as 'Dan Risse' and a list of tags including case number, interviewee name, categories, interview type, and interviewer. The recording information section shows a successful status, device 'MAINCAM', one bookmark, start time '2016/08/08 12:23:12', duration '00:08:19', and a specific asset title. A 'LOGOUT' button is located at the bottom right.

METADATA INFORMATION	
START OPERATOR:	Dan Risse
TAGS:	[Case Number :: BE99999 Test], [Interviewee Name :: Risse], [Categories :: Criminal Investigation], [Interview Type :: Offender], [Interviewer 1 :: Risse]

RECORDING INFORMATION			
STATUS:	SUCCESSFUL		
DEVICE:	MAINCAM	BOOKMARKS:	1
START TIME:	2016/08/08 12:23:12	DURATION:	00:08:19
ASSET TITLE:	BeloitPoliceDepartment-DetectiveBureauInterviewRoom-20160808-122312		

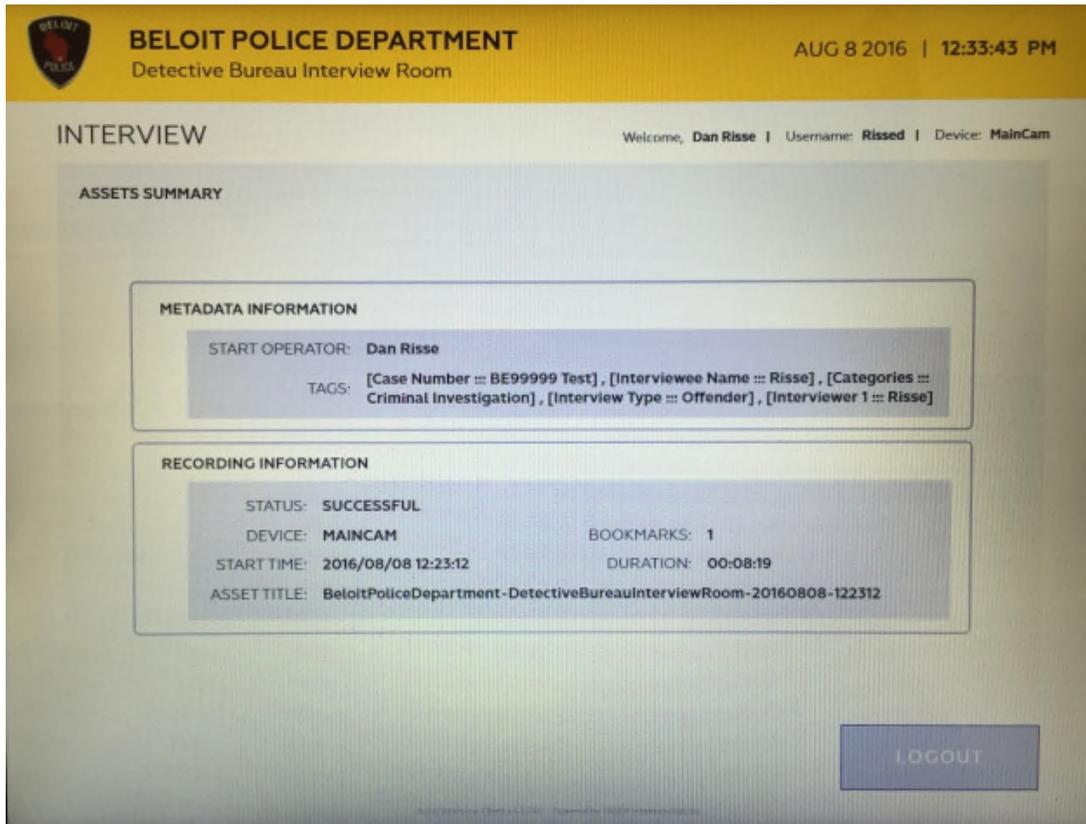


BELOIT POLICE DEPARTMENT



Logging Out Axon Interview

When you are done viewing the Asset Information screen, tap **Logout**.



The Login screen appears again.

You have completed the interview.



BELOIT POLICE DEPARTMENT



Logging In Axon Evidence.com

Before you can use Axon Evidence.com to change the ID# to CAD#, you must log in.

1. Enter your username and password.
2. Tap **Login**.

The screenshot shows the Axon Evidence.com login interface for the Beloit Police Department. At the top, there is a navigation bar with the Axon logo, the text "AXON Evidence.com", "BELOIT POLICE DEPT.", and a link "Don't recognize this agency?". Below the navigation bar, there are two tabs: "SIGN IN" (which is selected) and "REGISTER". The main content area features a login form with fields for "USERNAME" and "PASSWORD", and a "SIGN IN" button. Below the form is a link that says "Forgot your username or password?". To the right of the form is a large promotional banner for "Introducing Axon Body 2 and Axon Fleet." with links for "AXON BODY 2" and "AXON FLEET". The banner includes images of an Axon Body 2 camera and a police car. At the bottom of the page, there is a footer with the text "Evidence.com 2016.7.0 (2016.7.0-release-290) - 20.0 / le / tl © 2016 TASER International, Inc. All Rights Reserved." and a "Privacy Policy" link.

3. Evidence.com home comes up.



BELOIT POLICE DEPARTMENT



Locating Evidence

From the Evidence.com homepage:

1. Click on Evidence on top tool bar

The screenshot shows the Evidence.com interface. At the top, there is a navigation bar with 'EVIDENCE' highlighted. Below this are tabs for 'ALL EVIDENCE', 'MY EVIDENCE', 'EVIDENCE MAP', 'SHARED EVIDENCE', and 'IMPORT EVIDENCE'. A search filter section includes fields for ID, TITLE, OWNER, UPLOADED BY, TAG, and GROUP. Below these are dropdown menus for DATE (set to 'Recorded Date'), FROM, TO, CATEGORY (set to 'Any'), FILE TYPE (set to 'Any'), and STATUS (set to 'Active'). A 'FLAGGED' dropdown is also present. A blue 'SEARCH' button is centered below the filters. Below the search area is a row of action buttons: 'UPDATE ID', 'ADD CATEGORY', 'REASSIGN', 'REDACT', 'SHARE', 'DOWNLOAD', 'DELETE', 'RESTORE', and 'EXPORT'. The interface indicates '7 Files Found | 0 files selected' and 'PAGE LAYOUT: Table'. A table with 11 columns (ID, CATEGORY, TITLE, FILE TYPE, OWNER, UPLOADED BY, UPLOAD DATE, RECORDED DATE, STATUS, DURATION) displays two rows of evidence files.

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input type="checkbox"/> Odb9b87a-f168-4...	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	09 Aug 2016 - 19:26:47	09 Aug 2016 - 19:25:44	Active	0:14
<input type="checkbox"/> CAD # Here	None	Axon Interview - Hallway Interview Room...	Video	Dalton, Christian	Axon, Interview	08 Aug 2016 - 18:09:41	08 Aug 2016 - 18:08:05	Active	0:36



BELOIT POLICE DEPARTMENT



2. Click on My Evidence.

EVIDENCE | CASES | DEVICES | REPORTS | ADMIN | HELP

RISSE, DAN (657)
Last login 09 Aug 2016
[SIGN OUT]

ALL EVIDENCE | **MY EVIDENCE** | EVIDENCE MAP | SHARED EVIDENCE | IMPORT EVIDENCE

ID: [] TITLE: [] OWNER: Risse, Dan (657) UPLOADED BY: [] TAG: [] GROUP: []

DATE: Recorded Date [v] FROM: [] TO: [] CATEGORY: Any [v] FILE TYPE: Any [v] STATUS: Active [v]

FLAGGED: Any [v]

SEARCH

UPDATE ID | ADD CATEGORY | REASSIGN | REDACT | SHARE | DOWNLOAD | DELETE | RESTORE | EXPORT

4 Files Found | 0 files selected

PAGE LAYOUT: Table [v]

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input type="checkbox"/> Odb9b87a-f168-4...	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	09 Aug 2016 - 19:26:47	09 Aug 2016 - 19:25:44	Active	0:14
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 17:31:17	08 Aug 2016 - 14:32:05	Active	2:55:52
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 14:19:49	08 Aug 2016 - 14:11:50	Active	1:00



BELOIT POLICE DEPARTMENT



Changing ID# to CAD#

To change the ID# to CAD#, you must log in.

1. Find the video under the Title column that you need to change the ID# to CAD#.
2. Click on it.

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input type="checkbox"/> Odb9b87a-f168-4...	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	09 Aug 2016 - 19:26:47	09 Aug 2016 - 19:25:44	Active	0:14
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 17:31:17	08 Aug 2016 - 14:32:05	Active	2:55:52
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 14:13:43	08 Aug 2016 - 14:11:50	Active	1:00
<input type="checkbox"/> BE1612345	Criminal Investig...	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 12:34:34	08 Aug 2016 - 12:23:12	Active	8:19

3. On the Video Screen, click on the blue pencil after MainCam.

EVIDENCE CASES DEVICES REPORTS ADMIN HELP
RISSE, DAN (657)
Last login 10 Aug 2016
[SIGN OUT]

ALL EVIDENCE MY EVIDENCE EVIDENCE MAP SHARED EVIDENCE IMPORT EVIDENCE

Axon Interview - Detective Bureau Interview Room - MainCam ✎

ID: Odb9b87a-f168-4075-b06d-b8f793db914d

DOWNLOAD
FLAG
SHARE
REASSIGN
AUDIT TRAIL
DELETE

Viewed by Rissed (beloitpdwi.evidence.com) on 10 Aug 2016



METADATA

ASSIGNED TO: Risse, Dan (657)

RECORDED ON:

UPLOADED ON: 08/09/2016 7:26 PM -05:00

UPLOADED BY: Axon, Interview (1)

DELETION SCHEDULED FOR: Unscheduled

FILE SIZE: 1.3 MB

INTERVIEWER_1:

CASE_NUMBER:

INTERVIEWEE_NAME:

INTERVIEW_TYPE:



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4. The title remains as is but change the ID # shown to the CAD #

EVIDENCE | CASES | DEVICES | REPORTS | ADMIN | HELP

RISSE, DAN (657)
Last login 10 Aug 2016
[SIGN OUT]

ALL EVIDENCE | MY EVIDENCE | EVIDENCE MAP | SHARED EVIDENCE | IMPORT EVIDENCE

TITLE: Axon Interview - Detective Bureau Interview Rc
ID: 0db9b87a-f168-4075-b06d-b8f793db914d

SAVE | CANCEL

DOWNLOAD | FLAG | SHARE | REASSIGN | AUDIT TRAIL | DELETE

Viewed by Risse (beloitpdwi.evidence.com) on 10 Aug 2016



METADATA

ASSIGNED TO: Risse, Dan (657)

RECORDED ON: 08/09/2016 7:25 PM -05:00

UPLOADED ON: 08/09/2016 7:26 PM -05:00

UPLOADED BY: Axon, Interview (1)

DELETION SCHEDULED FOR: Unscheduled

FILE SIZE: 1.3 MB

INTERVIEWER_1: Risse

CASE_NUMBER: BE CAD

INTERVIEWEE_NAME: Risse

5. CAD# must start with **BE16** then the 5 digits and click save

EVIDENCE | CASES | DEVICES | REPORTS | ADMIN | HELP

RISSE, DAN (657)
Last login 10 Aug 2016
[SIGN OUT]

ALL EVIDENCE | MY EVIDENCE | EVIDENCE MAP | SHARED EVIDENCE | IMPORT EVIDENCE

TITLE: Axon Interview - Detective Bureau Interview Rc
ID: BE1699999

SAVE | CANCEL

DOWNLOAD | FLAG | SHARE | REASSIGN | AUDIT TRAIL | DELETE

Viewed by Risse (beloitpdwi.evidence.com) on 10 Aug 2016

METADATA

ASSIGNED TO: Risse, Dan (657)

RECORDED ON: 08/09/2016 7:25 PM -05:00



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6. Click on My Evidence, the video ID # has been changed to the CAD #

EVIDENCE CASES DEVICES REPORTS ADMIN HELP
RISSE, DAN (857)
Last login 09 Aug 2016
[SIGN OUT]

ALL EVIDENCE MY EVIDENCE EVIDENCE MAP SHARED EVIDENCE IMPORT EVIDENCE

ID: TITLE: OWNER: UPLOADED BY: TAG: GROUP:

DATE: FROM: TO: CATEGORY: FILE TYPE: STATUS:

FLAGGED:

SEARCH

UPDATE ID ADD CATEGORY REASSIGN REDACT SHARE DOWNLOAD DELETE RESTORE EXPORT

4 Files Found | 0 files selected PAGE LAYOUT: Table

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input type="checkbox"/> BE1699999	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	09 Aug 2016 - 19:26:47	09 Aug 2016 - 19:25:44	Active	0:14
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 17:31:17	08 Aug 2016 - 14:32:05	Active	2:55:52
<input type="checkbox"/> BE1612345	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	08 Aug 2016 - 14:17:27	08 Aug 2016 - 14:17:27	Active	1:00



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Create a Case

To create a case you must:

1. Click on Cases in the top tool bar, you will see the cases already created.

13 Cases Found | PAGE LAYOUT: Table

ID	CATEGORY	STATUS	CREATE DATE	LAST UPDATE DATE	OWNER	ACTIONS
BE1612345	None	Active	09 Aug 2016 - 19:18:56	09 Aug 2016 - 19:19:48	Risse, Dan	
BE00005	None	Deleted	05 Aug 2016 - 11:46:15	09 Aug 2016 - 19:19:04	Risse, Dan	
be1612345	None	Deleted	08 Aug 2016 - 15:41:31	09 Aug 2016 - 19:19:04	Molland, Dan	
BE1611111	None	Deleted	25 Jul 2016 - 11:07:49	09 Aug 2016 - 19:19:04	Driscoll, Mark	
1234	None	Deleted	25 Jul 2016 - 10:24:05	09 Aug 2016 - 19:19:04	Wendt, Cary	
https://beloitpdwi.evidence.com/index.aspx?class=UIX&proc=Case		Deleted	05 Aug 2016 - 10:46:10	09 Aug 2016 - 19:19:04	Molland, Dan	

2. Click on Create Case, type in Cad # and click Submit

Input Case ID Number To Add Matching Evidence To This Case.

ID: BE1699999

Description:

SUBMIT



BELOIT POLICE DEPARTMENT



3. Case has been created and shows 1 file found with CAD #, click Add To Case

ADD MATCHING EVIDENCE

1 Files Found | 1 files selected

ADD TO CASE SKIP TO CASE

<input checked="" type="checkbox"/>	ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input checked="" type="checkbox"/>	BE1699999	None	Axon Interview - Detective Bureau Inter...	Video	Risse, Dan	Axon, Interview	09 Aug 2016 - 19:26:47	09 Aug 2016 - 19:25:44	Active	0:14

4. 1 piece of evidence successfully added to the case, click Continue To Case

ADD MATCHING EVIDENCE

1 Files Found | 1 files selected

ADD TO CASE SKIP TO CASE

<input checked="" type="checkbox"/>	ID	CATEGORY	TITLE	FILE	OWNER	UPLOADED	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input checked="" type="checkbox"/>	BE1699999	None	Axon Inter Detective					09 Aug 2016 - 19:25:44	Active	0:14

1 piece(s) of evidence were successfully added to the case.
0 piece(s) of matching evidence remaining.

CONTINUE TO CASE



BELOIT POLICE DEPARTMENT



5. The created case for the CAD #, click All Evidence black file folder.

EVIDENCE **CASES** DEVICES REPORTS ADMIN HELP

RISSE, DAN (557)
Last login 09 Aug 2016
[SIGN OUT]

ALL CASES MY CASES SHARED CASES CREATE CASE

ADD EVIDENCE SHARE ENTIRE CASE VIEW MEMBERS VIEW MAP VIEW AUDIT TRAIL

BE1699999 [CASE DETAILS](#)

All Evidence Created: 09 Aug 2016 20:15:43 -05:00
Status: Active

ADD FOLDER DELETE FOLDER

DESCRIPTION
No description entered

CATEGORIES

TAGS
Add tags by typing and pressing Enter

NOTES

Evidence.com 2016.7.0 (2016.7.0-release-290) – 20.0 / le / 11 © 2016 TASER International, Inc. All Rights Reserved. [Privacy Policy](#) [License Agreement](#)

6. Displays all evidence associated to this case

EVIDENCE **CASES** DEVICES REPORTS ADMIN HELP

RISSE, DAN (557)
Last login 09 Aug 2016
[SIGN OUT]

ALL CASES MY CASES SHARED CASES CREATE CASE

ADD EVIDENCE SHARE ENTIRE CASE VIEW MEMBERS VIEW MAP VIEW AUDIT TRAIL

BE1699999 [All Evidence](#)

[Click magnifying glass icon to preview files]

ADD FOLDER DELETE FOLDER ADD TO FOLDER (0) REMOVE FROM CASE (0)

1 Files Found | 0 files selected

	TITLE	FILE TYPE	UPLOADED BY	RECORDED DATE	DURATION	
<input type="checkbox"/>	Axon Interview - Detective Bureau Inter...	Video	Axon, Interview	09 Aug 2016 - 19:25:44	0:14	

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BELOIT POLICE DEPARTMENT



Logging Out Axon Evidence.com

To log out:

1. From any screen, find Sign Out in upper right corner of screen, Click on it.

The screenshot shows the Axon Evidence.com dashboard. The top navigation bar includes 'EVIDENCE', 'CASES', 'DEVICES', 'REPORTS', 'ADMIN', and 'HELP'. On the right side of the navigation bar, the user's name 'RISSE, DAN (657)' is displayed, along with the last login time 'Last login 10 Aug 2016' and a '[SIGN OUT]' button. Below the navigation bar, there are several filter tabs: 'ALL EVIDENCE', 'MY EVIDENCE', 'EVIDENCE MAP', 'SHARED EVIDENCE', and 'IMPORT EVIDENCE'. The main content area contains various search filters for 'ID', 'TITLE', 'OWNER', 'UPLOADED BY', 'TAG', 'GROUP', 'DATE', 'FROM', 'TO', 'CATEGORY', 'FILE TYPE', 'STATUS', and 'FLAGGED'. A blue horizontal bar is visible at the bottom of the dashboard area.

2. Click the red X

The screenshot shows the Axon Evidence.com sign-in page. The top navigation bar includes 'SIGN IN' and 'REGISTER'. The main content area features a sign-in form with fields for 'USERNAME' and 'PASSWORD', a 'SIGN IN' button, and a link for 'Forgot your username or password?'. A large promotional banner for 'Introducing Axon Body 2 and Axon Fleet' is displayed on the right side of the page. The banner includes links for 'AXON BODY 2' and 'AXON FLEET'.