EVIDENCE.COM AND SYNC

HOW ARE EVIDENCE.COM AND SYNC UTILIZED

- SYNC IS USED TO UPLOAD INDIVIDUAL FILES AND CATEGORIZE GROUPS OF VIDEOS WHEN THE MOBILE APP IS NOT USED OR UNAVAILABLE
  - SUPERVISOR MAY REQUEST INDIVIDUAL FILES
  - IE. USE OF FORCE OR CITIZEN COMPLAINTS
- EVIDENCE.COM IS THE FINAL LOCATION WHERE FILES GO AFTER BEING UPLOADED VIA SYNC OR CAMERA DOCK. VIDEOS CAN ALSO BE MODIFIED FOR COURT (IE. CLIP AND FLAGS)
- SYNC IS CAN BE ACCESSED THROUGH AN ICON ON THE DESKTOP AND YOU SIGN IN WITH THE SAME USER ID AND PASSWORD AS EVIDENCE.COM
- EVIDENCE.COM IS WEB BASED AND IS ACCESSED VIA THE INTERNET.

HOW TO ACCESS SYNC

- PLUG CAMERA INTO USB PORT OF COMPUTER
- OPEN THE ICON ON THE COMPUTER DESKTOP
- INPUT USER NAME AND PASSWORD
- ENTER Gardenapdca IN THE LAST FIELD
- WAIT FOR THE CAMERA TO BE DETECTED AND ACCESSED
- YOU CAN THEN SELECT VIDEOS TO BE UPLOADED AND VIEWED
  - ADD ID, TITLE, CATEGORY
    - ID IS THE DR#, INC# OR CITATION #
    - TITLE IS ANY NAME YOU GIVE THE FILE FOR RECALL
    - CATEGORIES ARE PRESET BY THE DEPARTMENT
    - APPROX 12 PRESET CATEGORIES (IE. PURSUIT, USE OF FORCE)
  - CAN UPLOAD 1 OR MULTIPLE FILES
  - CAN REVIEW VIDEOS PRIOR TO UPLOAD
EVIDENCE.COM AND SYNC

HOW TO ACCESS EVIDENCE.COM

• GO TO WWW.EVIDENCE.COM ON YOUR WEB BROWSER
• ENSURE YOU HAVE COMPATIBILITY SOLUTION (SHOW HOW TO FIX COMPATIBILITY ISSUES)
• TYPE IN EMAIL AND CLICK HYPERLINK TO GARDENA PD
  o THIS SHOULD ONLY NEED TO BE THE FIRST TIME LOGGING ON
• ENTER USER NAME AND PASSWORD – THIS SHOULD GET YOU LOGGED ON
• USE EVIDENCE.COM TO EDIT ID,TITLE AND CATEGORIES
  o ADD CLIP EDIT FEATURE
  o ADD FLAGS
  o ADD NOTES (IE. FOR VIEWING OR REASONS FOR EDITING)
• EVIDENCE.COM ALSO PROVIDES AUDIT TRAIL INFORMATION
• ONCE UPLOADED, ALL VIDEOS SHOULD BE AVAILABLE VIA EVIDENCE.COM

YOU SHALL UPLOAD ALL VIDEOS AT THE END OF YOUR SHIFT

• EITHER VIA SYNC OR DOCKING CAMERA BUT ALL VIDEOS SHALL BE UPLOADED AND CATEGORIZED WHERE APPLICABLE

DO NOT ACCESS EVIDENCE.COM OR SYNC EXCEPT AT WORK TERMINAL

• IP ADDRESSES ARE RECORDED VIA AUDIT TRAIL
• VIOLATION OF POLICY IF YOU LOG ON ANY OTHER LOCATION
• YOUR SMART DEVICE DOES NOT STORE DATA AND IS MERELY A MONITOR

ARS REPORTING / DOCUMENTING

• MAKE SURE TO CHECK THE BWV TAB IN ARS
• DOCUMENT THE USAGE OR LACK OF USAGE IN THE NARRATIVE
• IN AN MDC DISPO WHERE NO REPORT TAKEN BUT CAMERA USED
• FI CARD NOTATION
• CITATION NOTATION
EVIDENCE.COM AND SYNC

BWV DOES NOT REPLACE WRITING A REPORT

- CAN NOT RECORD STATE OF MIND CONDITIONS
- THE VIDEO WILL NOT REPLACE A WRITTEN REPORT BUT ACCOMPANIES IT
- BWV RECORDINGS SHOULD NOT SHALL BE REVIEWED PRIOR TO WRITING REPORTS