

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

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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
 - 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
 - ADD CLIP EDIT FEATURE
 - ADD FLAGS
 - 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