

Fullerton Police Department

Taser Body Worn Camera Reference/Instruction Sheet

Adding/Changing Categories:

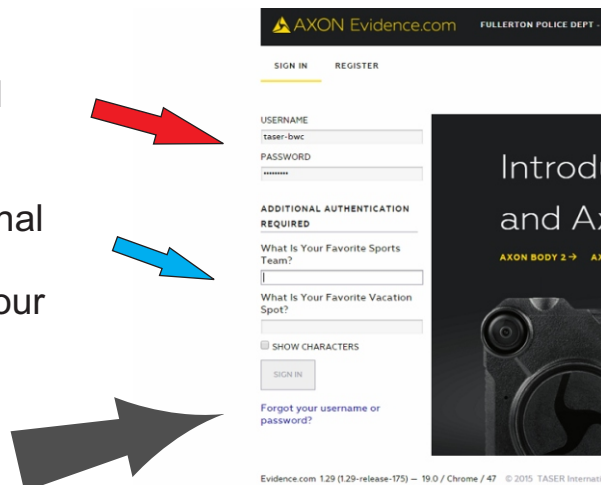
1. Access the Evidence.com website. (<https://fullertonpdca.evidence.com>)



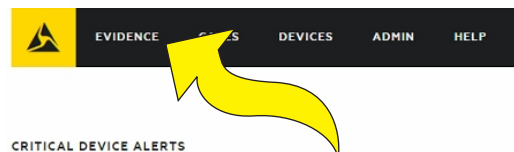
2. Enter the user name and password that you selected.

You may be asked to enter additional authentication information. These will only show up after you enter your user name and password.

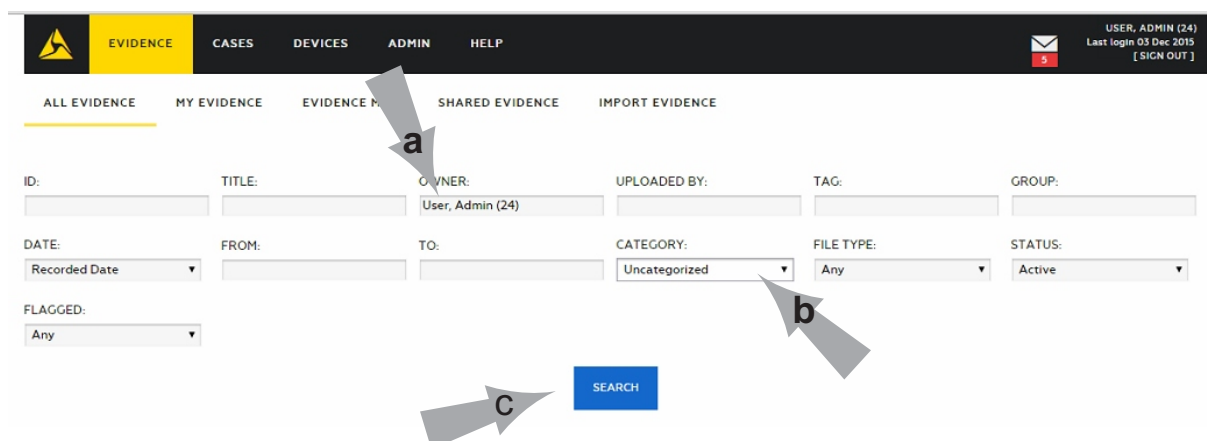
If you don't remember your log in information click this link and follow the prompts.



3. Once you are able to log in, select Evidence on the top navigation bar



4. Enter your name under "Owner" (a). Select "Uncategorized" from the drop down menu (b). Click "Search" (c) for the system to locate your uncategorized evidence files.





5. Select an Evidence/video file from the displayed list. Click on the link under Title.

	ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	↑ RECORDED DATE
<input type="checkbox"/>	Add	None	Axon Body Video 2015-12-03 0126	Video	User, Admin	User, Admin	03 Dec 2015 - 05:51:28	03 Dec 2015 - 01:26:43
<input type="checkbox"/>	Add	None	Axon Body Video 2015-12-02 2319	Video	User, Admin	User, Admin	03 Dec 2015 - 05:46:40	02 Dec 2015 - 23:19:26
<input type="checkbox"/>	Add	None	Axon Body Video 2015-12-02 2248	Video	User, Admin	User, Admin	03 Dec 2015 - 06:10:45	02 Dec 2015 - 22:48:55


6. When the video page opens click on the edit pencil on the right side of the field you want to edit.

Serial#: x78040066
Model: Axon Body

CASES 


CATEGORIES 


TAGS
Add tags by typing and pressing Enter

LOCATION 

To edit or add a category, click on this edit pencil.

Select the category that best describes the event that is captured on the video.

CASES 

CATEGORIES 

- Select a category -

Arrest

Beginning/End Of Shift

Citations

Investigations

Officer Injury

On View Activity


Pending Review

Restricted

Traffic Collisions


Training Demo

Use of Force

LOCATION 


CASES

CATEGORIES

- Select a category -

ADD

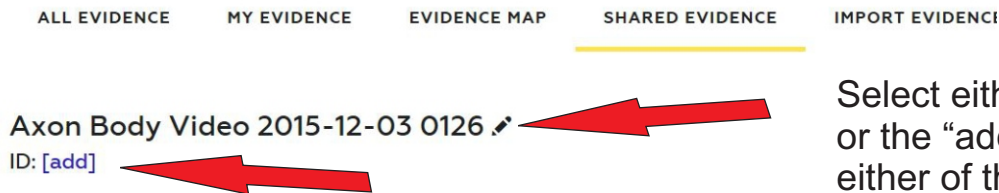
DONE

Investigations 

TAGS
Add tags by typing and pressing Enter

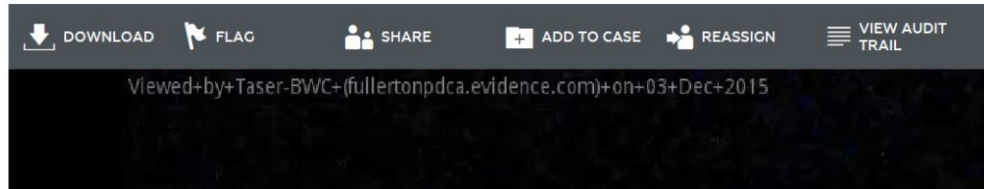
Click “ADD” (a) then “DONE” (b). This will add the category to the evidence file.


7. To edit the ID or Case number or title of the Evidence/video file.




Select either the edit pencil here, or the “add” next to ID to modify either of these fields.

[Click here to switch to the traditional media player.](#)




 **EVIDENCE** CASES DEVICES ADMIN HELP

ALL EVIDENCE MY EVIDENCE EVIDENCE MAP SHARED EVIDENCE IMPORT

TITLE: 

ID:

[Click here to switch to the traditional media player.](#)



Enter the information in the appropriate field, and click save to add the data to the file.

You are now done saving the data to the Evidence/Video file.

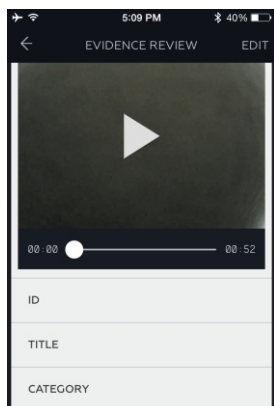
***Please note:

We are **REQUIRED** to include category and ID or case/incident number (if one was created) on every recording we make.

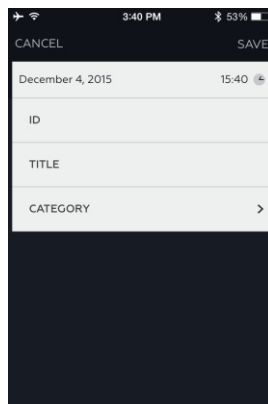
We are **REQUIRED** to make a beginning of shift video to provide the users name and to ensure the equipment is in working condition.

There have also been updates to the categories and retention schedule on the BWC system. To access the new categories you may have to refresh your current category list on your phone. Both iPhone and Android phones refresh in a similar manner.

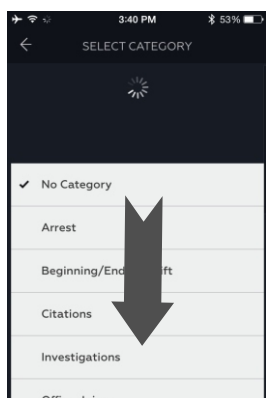
To refresh your category list you have to have a video already on your phone. Access your phone Evidence Review page and select a video file.



Touch on category or title to open the edit function.

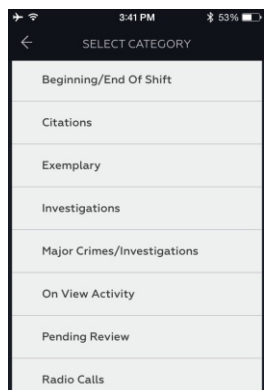


Select Category.

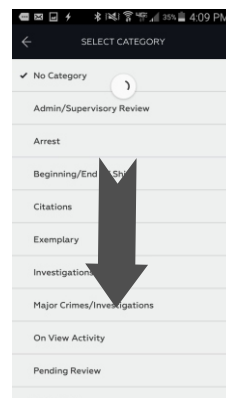


iPhone

Pull down on the white list of categories, and then let go. The list refresh by itself.



Your list of categories should now be updated and look something like this.



Android

If you have any questions about any of these processes please call or email Gary Sirin (6755).