



*San Diego County*

**SHERIFF**

Kelly A. Martinez  
Sheriff

Detention Services Bureau, In-Service Training Unit  
GC 7922.000 - Work Phone

November 4, 2024

**TRAINING BULLETIN**

## **ASSIGNING A "POOL" BWC IN EVIDENCE.COM AND AXON DEVICE MANAGER APP**

During normal operations, a Body Worn Camera (BWC) may need to be temporarily assigned for various reasons such as: BWC damage during shift, inoperable, or for out of facility staff working overtime who are trained on the AXON Body 3 BWC. Staff working overtime at a detention facility other than their assigned facility, may use their assigned BWC. Staff must adhere to downloading evidentiary data upon returning to their originating facility, but in no case more than seven (7) days later, unless approved in writing by a supervisor, as stated in section VII of Detention Body Worn Camera Policy and Procedure Section I.20.

In accordance with San Diego Sheriff's Department Detention Body Worn Camera Policy and Procedure Section I.20, BWC's shall be assigned and inspected as noted below in sections I & II:

### **I. ASSIGNMENT/WEARING OF BWC**

A. BWC equipped facilities/units shall designate and assign "pool" BWC's to out of facility deputies who have been trained by the Detentions Training Unit in BWC operations.

### **II. BEGINNING OF SHIFT BWC INSPECTION**

A. Deputies assigned a BWC will be responsible at the beginning of each shift for ensuring the BWC is functioning properly, and the battery is properly charged.

B. Should adjustment or repair be needed to the BWC, the deputy will notify facility administrative staff through email and will include their immediate supervisor.

C. The deputy's immediate supervisor should ensure a "pool" camera is properly enrolled for the deputy to utilize until the adjustment or repairs to the deputy's original BWC is completed, or until the deputy has a permanent replacement.

D. The facility/unit administrative staff will promptly notify the appropriate data services/maintenance/facilities staff to schedule the adjustment, repair, or replacement.

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.



## San Diego County Sheriff's Office Detention Services Bureau

"POOL" BWC's **MUST** be assigned by a supervisor at the beginning of shift. Failure to do so will result in evidentiary data uploaded to the system without an assigned user.

The following steps are a guide in assisting in assigning a "POOL" BWC to a new user.

### Assigning/Reassigning a BWC in Evidence.com

After accessing Evidence.com, click the **INVENTORY** tab, then select **BODY WORN CAMERAS**. In the Serial Number box, enter the Serial Number for the "POOL" BWC you wish to assign. The Serial Number is found in the rear lower part of all BWC's.

GC 7922.000 - Safety and Security

The screenshot shows the Evidence.com interface with the **INVENTORY** tab selected. The **SERIAL NUMBER** field is highlighted with a red box and a red arrow. Below the search filters, the **Body Worn Cameras** section shows 1 result. A red arrow points to the first item in the list, **Axon Body 3**.

Model	Serial Number	Device Name	Assignee	Last Upload	Device Home	Device Status	Error Stat...	Firm...
<input type="checkbox"/>	GC 7922.000 - Safety and Security		Unassigned	None	None	In Stock	Good	1.26.46

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.



## San Diego County Sheriff's Office Detention Services Bureau

Once the "POOL" BWC appears in the results section, click the blue Serial Number. The Device Profile Page will then open. **ASSIGNEE** should display "**Unassigned**." Click the **REASSIGN** button.

User Information	
ASSIGNEE	ASSIGNED SINCE
Unassigned	-

Summary			
Model	Serial Number	Warranty	Firmware
Axon Body 3	GC 7922.000 - 00	Nov 6, 2023	1.18.19 <small>Installation date isn't available</small>

You will be prompted with the box below. Enter the employee ID or Last Name in the search field. Click **REASSIGN** and you have now successfully assigned the "POOL" BWC.

### Reassign Device

GC 7922.000 - Safety and Security

CANCEL REASSIGN

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.



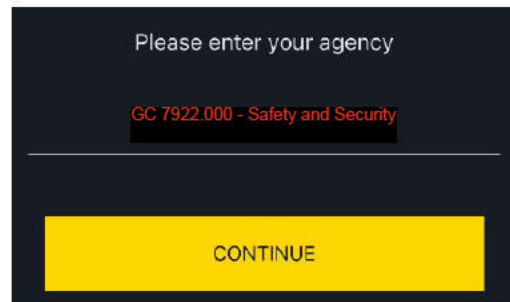


## Assigning/Reassigning a BWC via AXON Device Manager

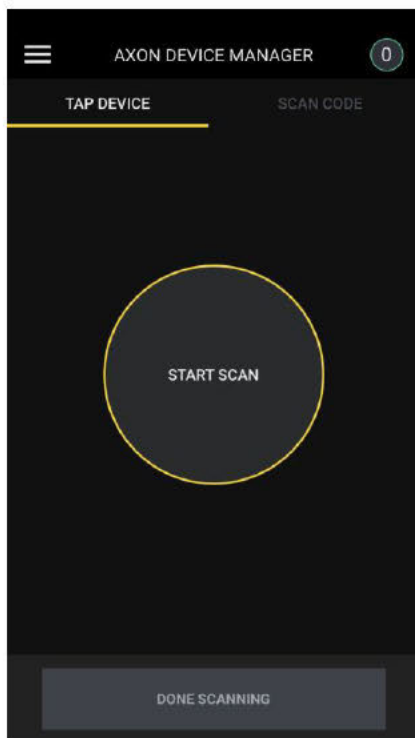
If you are assigned a FirstNet BWC cell phone, Axon Device Manager will automatically be installed through a forced update. If you have a work cell phone other than FirstNet, you may download the Axon Device Manager app via the App/Play Store.

Example for using **TAP DEVICE**:

Upon your initial login, you will be prompted to enter the agency, ours is **GC 7922.000 - Safety and Security**



Log in with your Axon [Evidence.com](https://evidence.com) credentials. Select how you will read and assign the Axon Device. Select **Tap Device** to use the NFC tag. Tap **Start Scan**.



Tap the BWC  
against the  
top of your  
mobile  
phone to  
scan NFC  
chip.

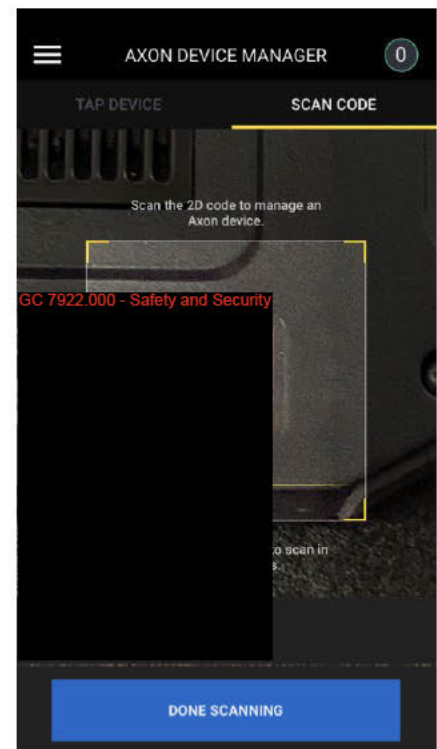
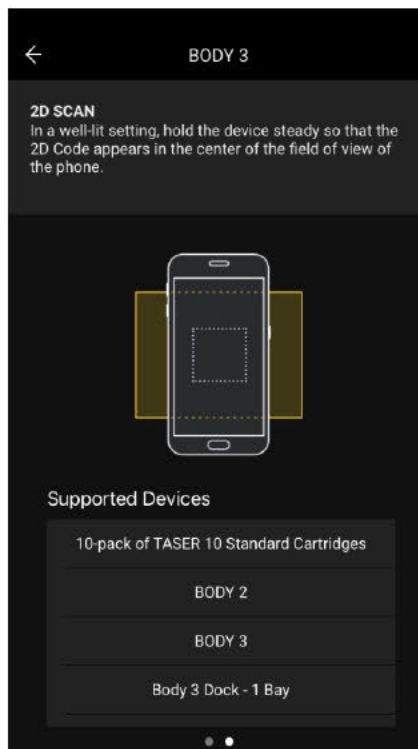
This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.



## San Diego County Sheriff's Office Detention Services Bureau

### Example for using **SCAN/2D CODE**:

Select **Scan Code** to use the 2D code. Tap **Scan Code**. Scan the QR code located at the bottom of the rear of the BWC. Once the scanner has detected and added the device, click the blue **DONE SCANNING** box.



This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.



## San Diego County Sheriff's Office Detention Services Bureau

The following screen will display the device details and allow a user to assign a device. After clicking **ASSIGN**, a user search box will appear. Enter the employee ID or Last Name in the search field. Click **REASSIGN** and you have now successfully assigned the device. The same process can be used to **UNASSIGN** a device at the end of shift or to reassign any BWC device.

AXON DEVICE MANAGER

**Axon Body 3**  
GC 7922.000 - Safety and

ASSIGNMENT

N/A Unassigned

UNASSIGN ASSIGN

DEVICE STATUS

In Stock CHANGE STATUS

DEVICE NAME

V60A65920

COMPLETE

AXON DEVICE MANAGER

Select an assignee for Axon Body 3, GC 7922.000 - Sa

GC 7922.000 CANCEL

GC 7922.000 - Safety and Security

GC 7922.000

1 2 3 4 5 6 7 8 9 0

- / : ; ( ) \$ & @ "

#+= . , ? ! ' < >

ABC emoji microphone space return

AXON DEVICE MANAGER

**Axon Body 3**  
GC 7922.000 - Safety and S

ASSIGNMENT

JR GC 7922.000 - Safety and S

UNASSIGN REASSIGN

DEVICE STATUS

Assigned CHANGE STATUS

DEVICE NAME

XXXXXXXXXX

COMPLETE

Additional information on assigning devices can be found at [Assign an Axon Body 3 Camera](#) website.

This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In-Service Training Unit.