Kelly Martinez Sheriff Detention Services Bureau, In-Service Training Unit Telephone:

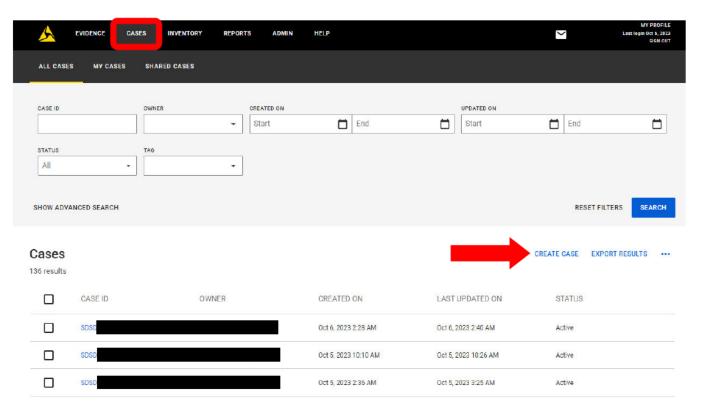
November 8, 2023

TRAINING BULLETIN

CREATING A CASE FOLDER IN EVIDENCE.COM

It is important for supervisors to create a case folder in Evidence.com when an evidentiary video related to an incident will be used for prosecution. The case folder can be shared/reviewed by the City/District Attorney's office.

Once BWC footage (one or multiple videos) has been identified to be pertinent to a case, a supervisor will create a 'Case' in Evidence.com. You will find the 'CASES' tab at the top of the page. You will then create a 'Case' folder.



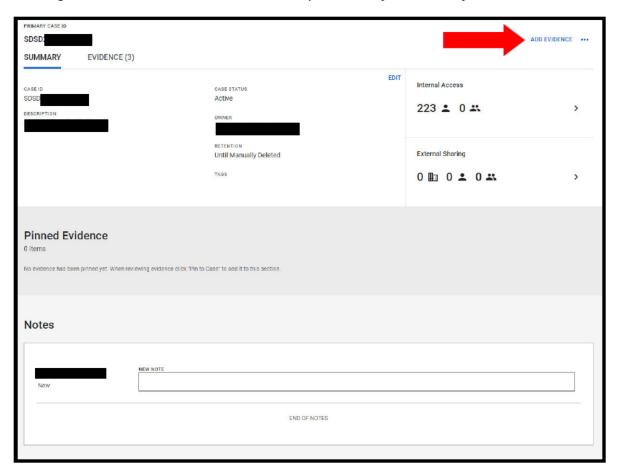
This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at



Once 'CREATE CASE' is selected, it will open another window where you will input the case details.

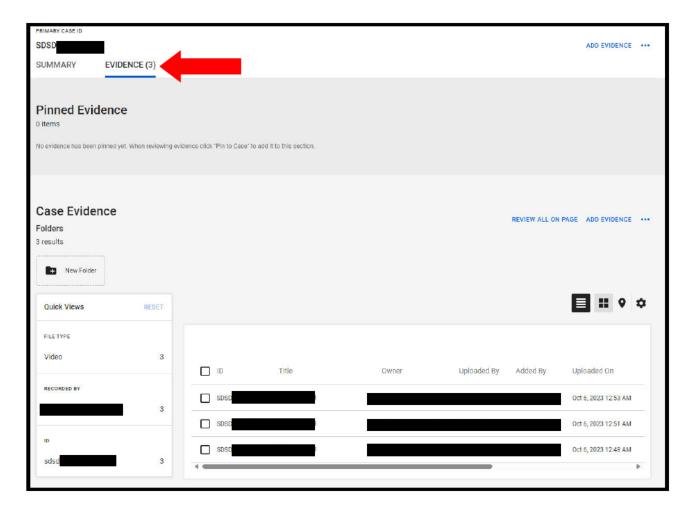


The format displayed in the 'CASE ID' field **MUST** be followed (ex. SDSD12345678). In the 'DESCRIPTION' box, you will enter a brief description of your case (ex. UOF Smith BN12123434). After entering the case details, a new window will open where you will add your evidence.



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 at

To review evidence added to the 'CASE FOLDER,' click on the 'EVIDENCE' tab, and it will show what videos have been added.



The Detentions Investigations Unit and/or Division of Inspectional Services will return incidents to facility supervisors for additional review if case files have not been utilized whenever there is associated body-worn camera footage.

Additional information on creating a 'CASE' can be found at the <u>Creating a Case (axon.com)</u> 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 at