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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.

The screenshot shows the Evidence.com interface. At the top, there is a navigation bar with tabs for EVIDENCE, CASES, INVENTORY, REPORTS, ADMIN, and HELP. The 'CASES' tab is highlighted with a red box. To the right of the navigation bar, there is a 'MY PROFILE' section with 'Last login Oct 5, 2023' and a 'SIGN OUT' link. Below the navigation bar, there are sub-tabs for ALL CASES, MY CASES, and SHARED CASES. Below these are search filters for CASE ID, OWNER, CREATED ON (with Start and End date pickers), and UPDATED ON (with Start and End date pickers). There are also filters for STATUS (set to 'All') and TAG. At the bottom of the search area, there is a 'SHOW ADVANCED SEARCH' link, a 'RESET FILTERS' link, and a blue 'SEARCH' button.

Cases

[CREATE CASE](#) [EXPORT RESULTS](#) [...](#)

136 results

<input type="checkbox"/>	CASE ID	OWNER	CREATED ON	LAST UPDATED ON	STATUS
<input type="checkbox"/>	SDSD [REDACTED]	[REDACTED]	Oct 6, 2023 2:28 AM	Oct 6, 2023 2:40 AM	Active
<input type="checkbox"/>	SDSD [REDACTED]	[REDACTED]	Oct 5, 2023 10:10 AM	Oct 5, 2023 10:26 AM	Active
<input type="checkbox"/>	SDSD [REDACTED]	[REDACTED]	Oct 5, 2023 2:36 AM	Oct 5, 2023 3:25 AM	Active

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 [REDACTED]



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

Case Details

CASE ID *
SDSD and 8 Digit Case Number - SDSD#####

DESCRIPTION
Enter description
0/512

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.

PRIMARY CASE ID
SDSD [redacted]

ADD EVIDENCE ...

SUMMARY EVIDENCE (3)

EDIT

CASE ID
SDSD [redacted]

DESCRIPTION
[redacted]

CASE STATUS
Active

OWNER
[redacted]

RETENTION
Until Manually Deleted

TAGS

Internal Access
223 0

External Sharing
0 0 0

Pinned Evidence
0 items
No evidence has been pinned yet. When reviewing evidence click "Pin to Case" to add it to this section.

Notes

[redacted] NEW NOTE

Now

END OF NOTES



San Diego County Sheriff's Department Detention Services Bureau

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

The screenshot shows the Axon Evidence Management System interface. At the top, there is a 'PRIMARY CASE ID' field with a redacted value and an 'ADD EVIDENCE' button. Below this are two tabs: 'SUMMARY' and 'EVIDENCE (3)'. A red arrow points to the 'EVIDENCE (3)' tab. The main content area is divided into two sections: 'Pinned Evidence' and 'Case Evidence'. The 'Pinned Evidence' section shows 0 items and a message: 'No evidence has been pinned yet. When reviewing evidence click 'Pin to Case' to add it to this section.' The 'Case Evidence' section shows 3 results and includes a 'REVIEW ALL ON PAGE' button and an 'ADD EVIDENCE' button. Below this is a 'New Folder' button and a 'Quick Views' section with a 'RESET' button. The 'Quick Views' section has three filters: 'FILE TYPE' (Video: 3), 'RECORDED BY' (redacted: 3), and 'ID' (sdsc: redacted: 3). The main table displays the following data:

<input type="checkbox"/>	ID	Title	Owner	Uploaded By	Added By	Uploaded On
<input type="checkbox"/>	SDSC [redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Oct 6, 2023 12:53 AM
<input type="checkbox"/>	SDSC [redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Oct 6, 2023 12:51 AM
<input type="checkbox"/>	SDSC [redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Oct 6, 2023 12:48 AM

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 [Creating a Case \(axon.com\)](https://www.axon.com) website.

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