



Supervisor BWC Training



BWC P&P Review

6.131

- Deputies can review their own BWC videos for writing reports and prior to any interview
- Document the viewing of video's in the narrative of your report and document reasons for any muting.
- Can only review another deputies' videos to write a report with **supervisor** permission



BWC P&P Review

Should circumstances require the immediate retrieval of a digital recording (e.g., department shootings and department involved accidents with serious injury), a **supervisor shall** ensure that the BWC system is secured and maintain chain of custody.

All user access level changes require the approval of the highest-ranking member assigned to the station or division. Send requests to VAU once approved by your Command (Captain *or* Lieutenant if applicable).

BWC video evidence may only be accessed by those with a specific need to access it in order to accomplish a task related to their current assignment.



BWC P&P Review

The intentional recording of confidential informants and undercover deputies is prohibited, unless authorized by a **supervisor**. If 1040 information *is* captured, follow this process:

- Notify the **supervisor** of the BWC recording and 1040 information.
- Notify the VAU of the recording prior to downloading.
- Document the contact and existence of the recording in the associated 1040 confidential supplemental report.
- Walk in any confidential supplemental documentation to the assigned DA.
- Provide BWC recording upon request to the DA.

Deputies, CSO's, and **supervisors** shall be responsible for ensuring BWC's are assigned to the correct user and that all metadata is entered correctly. To that end, each video that is produced shall be checked for accuracy by the producing deputy. Any discrepancies or missing data shall be corrected as soon as possible. Deputies, CSO's and **supervisors** are responsible for reviewing the PowerBI Tag Error report and correcting any discrepancies identified in the report no later than the end of each pay period. Any errors identified on the report created by employees who have separated from the department, are the responsibility of the last assigned station/unit to correct.



BWC P&P Review

Deputies and Sheriff's **supervisors** involved in an administrative investigation of a complaint against a member of the Sheriff's Department must inform complainants and witnesses they are being recorded.

Investigators shall not use the BWC's during Department administrative investigations.

Employees reviewing event recordings should remain focused on the incident or incidents in question and review only those recordings relevant to their investigative scope. If misconduct is discovered during any review of digital evidence, the conduct in question shall be brought to a **supervisor**. Nothing in this procedure prohibits addressing policy violations. To enhance oversight and assess the level of policy compliance, **supervisors** will regularly spot check staff BWC videos.

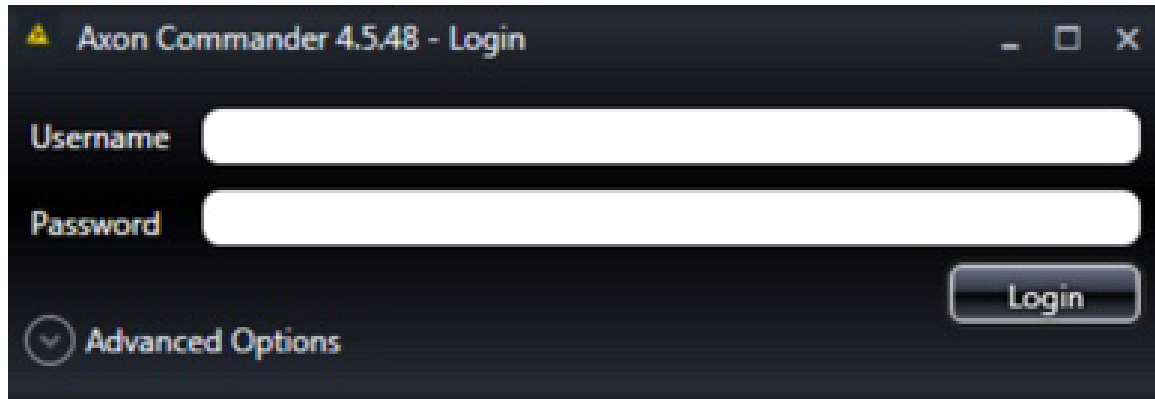


Supervisor Responsibilities in Axon Commander

- Assigning POOL BWCs to deputies
- Tagging Case numbers for videos associated with Arrest Reports for 148 PC and 69 PC
- Sharing BWC video for 148 PC and 69 PC Arrests to the DA (Because the DA wants the video within 72 hours)
- Adding/changing users to a BWC video.
- Monitoring the PowerBI tagging error report and ensuring corrections are made by end of pay period.
- Detective Sgt's team responsible for CN tags and DA Sharing for arrest reports



Launching Commander



- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password
- This will be your Sheriff's Desktop username and password

If you are receiving error messages, restart computer



Assigning Cameras in Commander

1. Click the arrow symbol by your name in top right corner and then click **'Administration'**
2. A Management box will appear, select **'Cameras'** on the left side
3. Enter the serial number of the BWC you are assigning in the serial number field and click 'Search'
4. You will see the serial number and BWC information appear below.
5. Click on the blue link below the section titled 'Assigned To'
6. A text box will appear. In the 'Filter' search field, search for the name of the deputy you wish to assign the BWC to and select their name.
7. **Once you have assigned the camera, remove and re-dock**



Assigning Cameras



Locate the camera serial number here



Assigning Cameras

The screenshot displays the Axon Commander 4.26.1 interface. On the left is a navigation sidebar with sections for Search, Geo-fence, Time and Date, and Filters. The main area shows the 'Administration' window with the 'Inventory' tab selected. Within 'Inventory', the 'Cameras' sub-tab is active, showing a 'Cameras Search' form and a results table. The search form has 'Serial No.' set to 'XB1176648'. The results table contains one entry:

Model	Serial No	Camera Nam	Last Upload	Assigned To	Firmware
Axon Body 2	XB1176648	XB1176648	04/08/2021 16:32	Christy, Ryan (SDSHERIFF.COMRCHR125H)	1.22.8

At the bottom of the table, it states '1 of 2246 cameras are displayed.' The interface also includes a bottom toolbar with buttons for Verify, Export, Convert, Burn, Reports, and Tag.



Tagging

1. Click on the video on the 'Assets' page, which will highlight the video in blue
2. Right-click on the video and select the 'Tag' option OR click on the 'Tag' button at the bottom of the page
3. Click 'Add'
4. In the 'Tag' drop down, select a tag type (Event number, Misc, NetRMS Case number, etc.)
5. In the 'Value' box, enter the event number or info you want to tag
6. Click 'OK' and then 'Apply'



Tagging

AXON Commander 4.26.1

Welcome, Ryan Christy
User Device Settings Administration

Search

Search only through my files
Require exact word matches

Get Items

Coordinates

Select from map

Time and Date

Any time Last 90 days Range

Filters

- All Files
- Markers
- Areas
- Sources
- Settings
- Folders
- Categories
- Users
- Tags

Assets

View | Sort results by | Results per page

April, 2021 [4]

2021-04-08 21:32:37 9m22s MP4
Christy

2021-04-02 21:39:17 2m MP4
Christy

2021-04-02 17:20:09 2m43s MP4
Christy

2021-04-02 16:27:23 6m53s MP4
Christy

March, 2021 [39]

2021-03-28 01:39:01 22:22:13 36m22s MP4
Christy

2021-03-26 22:22:13 14m35s MP4
Christy

2021-03-26 22:08:16 13m57s MP4
Christy

2021-03-15 10:34:54 1m79s MP4
Christy

2021-03-14 01:25:49 14m13s MP4
Christy

2021-03-13 21:09:31 59s MP4
Christy

2021-03-12 17:53:00 16:59:33 13m16:18 MP4
Christy

2021-03-11 22:16:18 13m MP4
Christy

2021-03-09 20:36:35 1m17s MP4
Christy

2021-03-09 20:34:03 1m47s MP4
Christy

2021-03-09 16:32:58 3m58s MP4
Christy

February, 2021 [14]

1 2 3 Last

Showing 1 - 30 of 91 items

Tags

Tag	Value
Categories	ARREST MISD
Event Number	E7043154-CAD
Event Number	E7043154

Add tag

Tag: Event Number

Value:

Count: 0 (Max: 0)

OK Cancel

Verify Export Convert Run Report Tag



Sharing BWC video to DA's Office

- Select/highlight the videos you wish to send
- Right-click on the file(s) and click 'Tag' OR click 'Tag' at the bottom of the results pane
- Select 'Add' (Tag box will appear)
- Ensure there is a NetRMS Case Number 'tag' applied
- Click on Tag and select 'Share'. Select 'DA' from the dropdown.
- Once the DA tag is applied, copies of the video will be sent to a "bucket" which the DA can access

Tagging Order Matters



Sharing BWC video to the DA's Office

The screenshot displays the AXON Commander web interface. The top right corner shows a user greeting: "Welcome, Juliet Dias" with links for "Import" and "Management". The main content area is titled "Assets" and shows a grid of video thumbnails for the month of April 2016. Each thumbnail includes a date, time, duration, and file name. Two modal windows are open over the interface:

- Tags**: A table with columns "Tag" and "Value". It lists "Case ID" with value "E3272241" and "Category" with value "CONTACT ONLY - NO ACTION".
- Add tag**: A form with "Tag" set to "Share" and "Value" set to "DA". It has "OK" and "Cancel" buttons.

At the bottom of the interface, there are buttons for "Verify", "Export", "Convert", "Burn", "Report", and "Tag". The status bar at the bottom right indicates "Showing 1 - 24 of 24 items".



Adding / Changing a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)
- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)
- To grant a deputy access to another deputy's video you must add a user



Adding/Changing a User

1. Highlight the desired file(s)
2. Right Click and select 'Properties'
3. The Properties window will appear with a drop down for Primary and Secondary User
4. The primary user should have the user that made the recording
5. In the secondary user field, find the user you wish to grant access to the file(s)
6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to "None"



Adding/Changing a User

The screenshot displays the Axon Commander 4.6.1.4 interface. On the left is a navigation sidebar with search and filter options. The main area shows a grid of video assets for April 2016. An 'Asset Properties' dialog box is open, showing details for the asset 'X78005169-clip0349.mp4'. The dialog has tabs for Information, Cabinets, Folders, and Security. The 'Information' tab is active, showing the following fields:

Field	Value
Title	X78005169-clip0349.mp4
Description	
Primary User	(none)
Secondary User	(none)
Start Time	2016/04/07 11:34:20
End Time	2016/04/07 11:43:50
Ingested At	2017/08/07 10:16:57
Area	taser axon bcie
Source	taser axon bcie - X78005169
Camera	X78005169
Server	BWCPRVM01

At the bottom of the interface, there are buttons for 'Verify', 'Export', 'Convert', 'Burn', 'Report', and 'Tag'. The status bar at the bottom right indicates 'Showing 1 - 24 of 24 items'.



Checking PowerBI Errors

- Sergeants should check PowerBI every shift for errors from the previous shift, and all errors must be fixed by the end of each pay period.

The screenshot shows a PowerBI report titled "BWC Video Deputy Tag Error Report" with a last update of 4/28/21 07:55 and 181 errors. The report includes a table of error data and explanatory text for different error types.

Table Data:

Name	CADEventTags	DeputyEventTa...	Start Time	End Time	CAD Link	CALL TYPE	CALLDISPO
Miskulin, Chad	E1234567		09/06/17 15:06:39	09/06/17 15:07:26	http://cad.sdsheerif...		
Miskulin, Chad	E1234567		09/06/17 15:07:46	09/06/17 15:09:00	http://cad.sdsheerif...		
Miskulin, Chad	E1234567		09/06/17 15:44:38	09/06/17 15:50:34	http://cad.sdsheerif...		
Miskulin, Chad	E1234567		09/06/17 15:44:38	09/06/17 15:45:22	http://cad.sdsheerif...		
Miskulin, Chad	E1234567		09/06/17 15:49:56	09/06/17 15:50:34	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		03/13/18 08:52:28	03/13/18 08:55:44	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		03/13/18 09:00:56	03/13/18 09:03:23	http://cad.sdsheerif...		
Baltz, Jose	2128		06/29/18 09:23:31	06/29/18 09:27:13	http://cad.sdsheerif...		
Boegler, Kevin	NO TAG		07/29/18 00:59:48	07/29/18 01:03:03	http://cad.sdsheerif...		
Hicks, Michael	R5203712		09/03/18 10:07:02	09/03/18 11:13:48	http://cad.sdsheerif...		
Hildreth, Spencer	EUNKNOWN		09/11/18 17:51:27	09/11/18 18:03:48	http://cad.sdsheerif...		
Baltz, Jose	2128		09/13/18 07:05:32	09/13/18 07:59:56	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		09/20/18 07:16:51	09/20/18 09:03:47	http://cad.sdsheerif...		
Boegler, Kevin	NO TAG		11/28/18 03:23:57	11/28/18 03:34:53	http://cad.sdsheerif...		
Miskulin, Chad	E1234567		03/01/19 13:18:33	03/01/19 13:24:24	http://cad.sdsheerif...		
Boegler, Kevin	E56606352		03/11/19 23:53:53	03/12/19 00:11:41	http://cad.sdsheerif...		
Boegler, Kevin	NO TAG		09/23/19 22:01:50	09/23/19 22:28:47	http://cad.sdsheerif...		
Boegler, Kevin	NO TAG		09/24/19 05:56:10	09/24/19 06:18:44	http://cad.sdsheerif...		
Boegler, Kevin	NO TAG		09/25/19 01:03:39	09/25/19 01:30:48	http://cad.sdsheerif...		
Hildreth, Spencer	E6342037	E6342037	02/18/20 11:02:10	02/18/20 11:11:51	http://cad.sdsheerif...		
Boegler, Kevin	TEST		03/22/20 07:23:06	03/22/20 07:23:43	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		09/12/20 23:47:46	09/12/20 23:50:17	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		09/13/20 00:24:15	09/13/20 00:29:03	http://cad.sdsheerif...		
Tomechak, Matthew	NO TAG		12/04/20 13:58:48	12/04/20 14:13:36	http://cad.sdsheerif...		
Santalo Jr, Joaquin	NO TAG		04/15/21 16:56:08	04/15/21 17:02:33	http://cad.sdsheerif...		
Santalo Jr, Joaquin	NO TAG		04/15/21 17:41:23	04/15/21 18:03:36	http://cad.sdsheerif...		
Hildreth, Spencer	E6753979	E6754113	10/04/20 16:10:24	10/04/20 16:14:28	http://cad.sdsheerif...	ADMINISTRATIVE DUTIES	INFORMATION
Hicks, Michael	F4847811	F4847827	03/26/18 18:38:53	03/26/18 18:40:48	http://cad.sdsheerif...	ASSISTANCE NEEDED	INFORMATION

Event Discrepancies Detail:

- EventNoTagError** - This error is caused by an incorrect format being used for the deputy entered event number. To correct this, the deputy must enter the correct event number starting with E and followed by 7 numerals.
- MismatchEventNo** - This error is caused by a mismatch between the CAD generated event number and the Deputy entered event number. This means the deputy manually entered an Event number which is different than the CAD generated Event number. To correct this, the deputy needs to determine which of the two event numbers is correct and insure both the CADEventNoTag and the DeputyEventTag match.
- MissingEventNo** - The Deputy Event Tag was left blank. To correct errors of this type, the deputy must enter the correct event number for the corresponding video. Manually entered event numbers should start with the letter E, and contain 7 numerals. Provided the deputy was on the correct event listed in the CAD Event Column, the CAD event number and the Deputy Event number should match.

Summary Stats:

- EventNoTagError: 24
- MismatchEventNo: 123
- MissingEventNo: 34

BWC troubleshooting/FAQs/Resources

- Commander errors-Restart Computer
- Sheriff's Intranet Page→Resources→Video Analysis Unit
 - Includes steps to obtain cameras for new deputies

