

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: OCTOBER 08, 2024 1300 HOURS
NUMBER: 24-36
SUBJECT: STORAGE ON AXON CAPTURE
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 1.49 – Body Worn Cameras

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

San Diego Police Department members take thousands of evidentiary photos and upload them to “Axon Capture”. Due to all of this evidence being uploaded, it is important that personnel ensure they are using the “Axon Capture” application to gather photo, video, and audio evidence.

Importing media via the camera application or photo gallery on your phone and then importing them to “Axon Capture” results in the media being stored in a limited storage location. Continued improper capturing and uploading of these types of media could result in the storage becoming full, exposing the Department to the potential for additional storage charges. **This feature is being disengaged and will no longer be available for Department members.**

Storage of photo, video, and audio evidence by recording directly to the Axon “Capture” application is stored in an unlimited storage location on Evidence.com and does not incur any additional charges to the Department.

Effective immediately, department personnel who use “Axon Capture” will follow the below listed instructions when gathering photos, video, or audio with their department-issued cell phones:

1. Open the “Axon Capture” application,
2. Tap on the PHOTO, VIDEO, or AUDIO, icon(s),
3. Take the necessary photos, video, or audio
4. Tap the Capture icon in the bottom right corner and add the metadata (ID and CATEGORIES).
5. After attaching the metadata, tap SAVE in the top right corner,
6. Select the photos, video or audio and tap UPLOAD on the bottom of the screen.

By following these instructions, the photos will be saved correctly using the Department's unlimited storage in Evidence.com.

Additionally, most investigative units, including the Domestic Violence Unit, no longer require a CD be impounded as evidence or provided as a working copy and members should use "Axon Capture" to record all evidence photos, video, and audio, unless otherwise directed by the investigating unit.

If you have any questions related to Axon Capture, please contact **(Redacted – record exempt)**

Please read at squad conferences and give a copy to all personnel.