Lesson Plans & Course Outlines User Training

Release Date: February 2016
Version 1.0

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Axon and Evidence.com

Target Audience

End-users of the Axon Fleet camera and Evidence.com systems

Course Summary

This training course provides an overview of the Axon Fleet Camera and Evidence.com systems. Topics include:

- Agency policy guidelines *(agency-specific)*
- Operation and fitting of the camera
- Evidence.com
- Axon Mobile app *(if applicable)*
- Evidence Sync *(if applicable)*

Course Materials

- Projector
- Pre-assigned cameras
- Camera Accessories/Mounts

Pre-Training Checklist

- ☐ Officers are invited via email to Evidence.com.
- ☐ Officers accept invite and log into Evidence.com.
- ☐ Cameras are assigned to all officers attending training.
- ☐ All Axon Docks are installed and configured.
- ☐ Camera policy is completed and published.

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Training Outline

1. **Policy and Project Overview (30 min – 1 hr)**

2. **Camera Overview (15 min)**
    a. Operation
    b. Specs

3. **Hands-on Demo with participants (20 min)**
    a. Turning on camera
    b. Recording sample video
    c. Ending a recording
    d. Demoing mounting options

4. **Axon View XL (20 min)**
    a. Signing into Axon View XL
    b. Viewing video and adding metadata

5. **Overview of Evidence.com (40 min)**
    a. Signing in to Evidence.com
    b. Searching for evidence
    c. Viewing a video
    d. Adding metadata through Evidence.com
    e. Adding markers, clips, notes etc.
    f. Redaction (if applicable)
    g. Viewing audit trails
    h. Building cases (if applicable)

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Train-the-Trainer

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Axon and Evidence.com

Target Audience

Trainers of the Axon Fleet camera and Evidence.com systems

Course Summary

This training provides a deep-dive into EVIDENCE.com for staff members that will be using EVIDENCE.com and teaching others how to operate the devices and software solutions. Topics include:

- Agency policy guidelines *(agency-specific)*
- Operation and fitting of the camera
- Axon Mobile app *(if applicable)*
- Evidence Sync *(if applicable)*
- Evidence.com
    - Searching Users and conducting User Audits
    - Creating reports
    - User Groups
    - Building Cases
    - Sharing data within and outside of the agency

Course Materials

- Projector
- Pre-assigned cameras
- Camera Accessories/Mounts

Pre-Training Checklist

- ☐ Officers are invited via email to Evidence.com.
- ☐ Officers accept invite and log into Evidence.com.
- ☐ Cameras are assigned to all officers attending training.
- ☐ All Axon Docks are installed and configured.
- ☐ Camera policy is completed and published.

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Training Outline

1. **Policy and Project Overview (30 min – 1 hr)**

2. **Camera Overview (15 min)**
    a. Operation
    b. Specs

3. **Hands-on Demo with participants (20 min)**
    a. Turning on camera
    b. Recording sample video
    c. Ending a recording
    d. Demoing mounting options

4. **Axon View XL (20 min)**
    a. Signing into Axon View XL
    b. Viewing video and adding metadata

5. **Overview of Evidence.com (1 – 1.5 hours)**
    a. Home page overview
    b. Evidence search
    c. User Search
    d. User Audit
    e. Managing users/devices

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Training Outline *continued*

8. **Viewing Videos (15-20 mins)**
    a. Media player page overview
    b. Clips/markers
    c. Redaction
    d. Evidence audit trail

9. **Cases (15-20 mins)**
    a. Creating case
    b. Adding evidence to a case
    c. Viewing case audit trail

10. **Sharing within and outside of agency (20-30 mins)**
    a. Sharing cases
    b. Sharing individual videos

11. **Evidence management (20-30 mins)**
    a. Category retention/reassignment
    b. Reassigning ownership of videos
    c. Downloading evidence
    d. Deleting evidence

12. **User management (20-30 mins)**
    a. User search
    b. Adding/deactivating users
    c. Auditing users
    d. Creating/managing reports

13. **Device Management (20-30 mins)**
    a. Searching for a device in Evidence.com
    b. Reassigning devices
    c. RMA process for devices

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