Axon Auto-Transcribe, Report Writer & Draft One

Policy & Usage Requirements

Q1 2025

Management Services Division [completed December 2024]
Cmdr. John W. Koch|002308

CSPD: CHIEF'S PRINCIPLES

In all we do, Colorado Springs Police Department members will display:

- Responsiveness
- Excellence
- Humility
- Honor

Axon Auto-Transcribe and Draft One are major technology transitions for CSPD, so focusing on these values during use is critical to our continued success and relationship with our community.

CSPD: DEPARTMENT VALUES

- We prioritize the sanctity of human life in all we do.
- We are committed to protecting the Constitutional Rights of all individuals.
- We are committed to treating others with fairness, respect, and dignity.
- We believe our core functions are to prioritize community safety, prevent crime, and to deliver vigorous law enforcement service when crime occurs.
- We support an organizational climate that promotes employee wellness and resilience.

Machine learning and artificial intelligence systems in law enforcement have great promise, but we must remain focused on protecting individual rights and ensuring fair, ethical, and respectful treatment of those we serve.

CSPD: TRAINING TOPICS

General Order 1904	Use of Specialized Axon Systems
City Administrative Regulation #2024-06	Generative Artificial Intelligence
Axon Auto-Transcribe	
Axon Report Writer	
Axon Draft One	
Important Usage Requirements & Considerations	

Policies & Procedures

CSPD: POLICY REVIEW

All users are required to review these documents to complete the training:

- CSPD General Order 1904
  Use of Specialized Axon Systems

- City Administrative Regulation 2024-06
  Generative Artificial Intelligence

CSPD: GENERAL ORDER 1904

Covers the use of specialized Axon systems within CSPD:

- Artificial intelligence and machine learning are not substitutes for human intelligence, critical thinking, judgment, professionalism, experience, ethics or knowledge.
- Use of artificial intelligence and machine learning systems will comply with all laws, regulations, ordinances, and City and CSPD policies and procedures.
- Any department member using an artificial intelligence or machine learning system will ensure any work generated is accurate, thorough, and of high quality.
- Documents created with Draft One or Auto-Transcribe must include the standard usage acknowledgment outlined in policy.

Employees using these systems are responsible for the accuracy and quality of the work produced and submitted.

CSPD: CITY ADMIN REGULATION 2024-06

In July 2024, Mayor Mobolade signed a City Administrative Regulation governing use of third-party artificial intelligence by City employees:

- Requirements of responsible and ethical use of artificial intelligence systems.
- Prohibits use of artificial intelligence systems for:
  - Operational decision making in legal and public safety matters.
  - Completing, editing, generating, or reviewing criminal justice documents or sensitive information, such as case reports, supplements, and citations.

- Auto-Transcribe and Draft One have been given an exception to this regulation and are approved for use by CSPD employees who have undergone training.

Axon Auto-Transcribe

CSPD: AXON AUTO-TRANSCRIBE

Requirements for use of Auto-Transcribe:

- Employees assigned to Investigations, Metro, or SED – Major Crash Team may use automated transcription in place of narrative case reports documenting interviews or contacts.
- The complete transcription will be attached as a PDF or combined into the employee's report detailing their other investigative work (e.g., actions before and after the contact, actions during the contact not of an audible nature, the location and time of the contact, any investigative steps taken or evidence collected).
- Use as reference material for other purposes is authorized.

CSPD: AXON AUTO-TRANSCRIBE

GO 1904:	The transcription must be a complete record of the entire contact transcribed.
Requirements for use of Auto-Transcribe:	The original recording of the contact, regardless of format, must be submitted to and retained in the department's digital evidence system under the appropriate category.
	The submitting employee must have conducted a full review of the transcription before its submission.
	The submitting employee must have edited the transcription to correct any inaccuracies, unclear statements, or errors.
	The submitting employee must have changed all speaker identifications to the name of the person to whom a statement is attributed (e.g., 'Speaker 1' in the transcript is changed throughout to 'Officer Smith').
	The submitting employee must have verified the transcript in evidence.com.

CSPD: AXON AUTO-TRANSCRIBE

All documents with content generated by Auto-Transcribe must include the following statement at the beginning of the document:

Auto-Transcribe Acknowledgment (user-added):

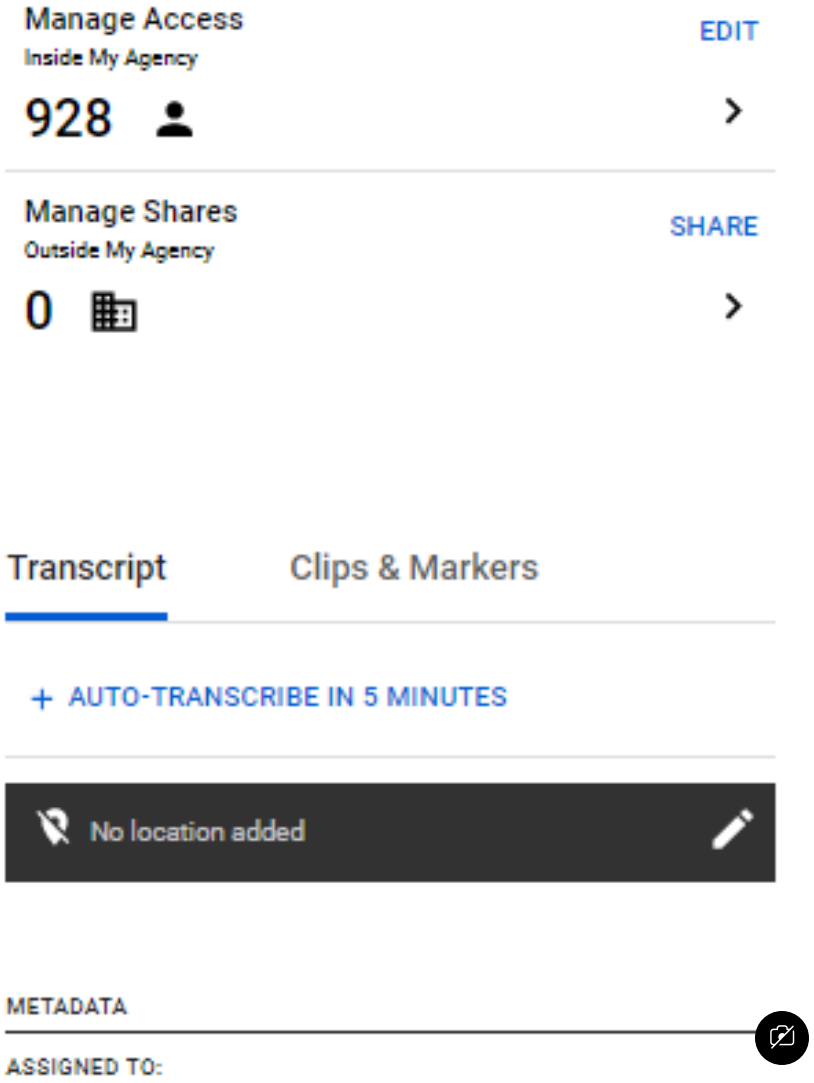
This document was generated with assistance from Axon Auto-Transcribe, a tool that automatically generates audio transcripts. I have reviewed the document in detail, made any necessary edits, and believe it to be an accurate representation of the reported events.

CSPD: AXON AUTO-TRANSCRIBE

Axon Auto-Transcribe is available in evidence.com for all sworn and some civilian users:

All Axon BWC recordings (automatic)	All Axon Capture audio and video recordings with audio	All third-party audio and video recordings with audio

An item must have a retention category (felony, misdemeanor, traffic, etc.) for transcription to be available.



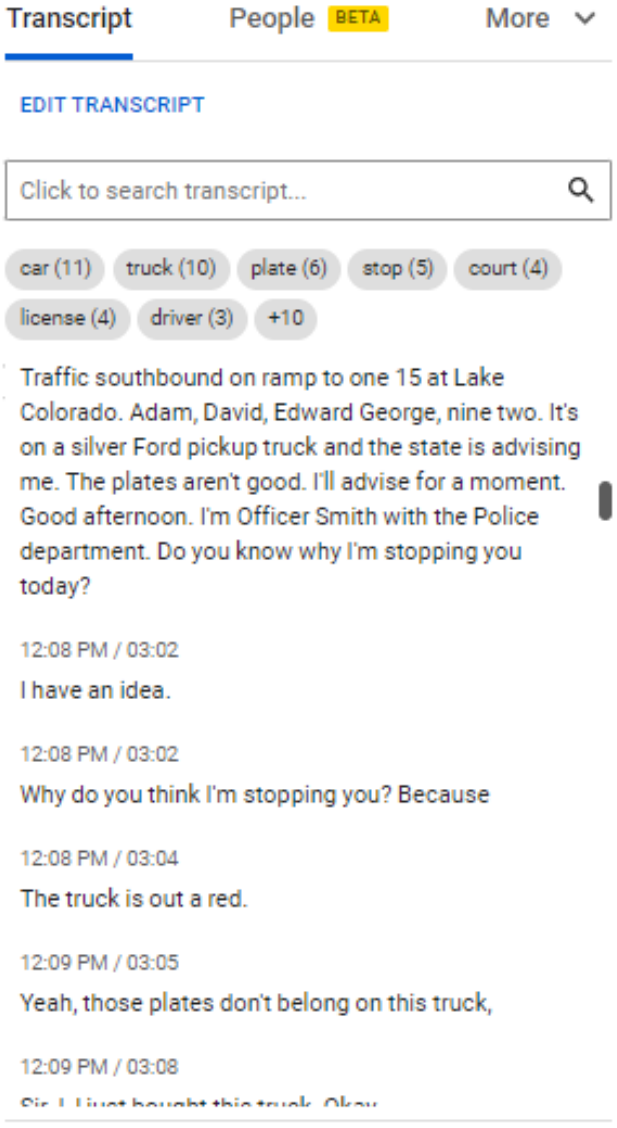
CSPD: AXON AUTO-TRANSCRIBE

A transcription must be in evidence.com before Axon Draft One can be used on an item.

Axon device recordings (Axon body camera video) are automatically transcribed.

Any other items uploaded into evidence.com (interview room recordings, etc.) must be submitted for transcription through evidence.com.

Transcripts are available within ten minutes of an Axon device recording ending, or a request for transcription in evidence.com.



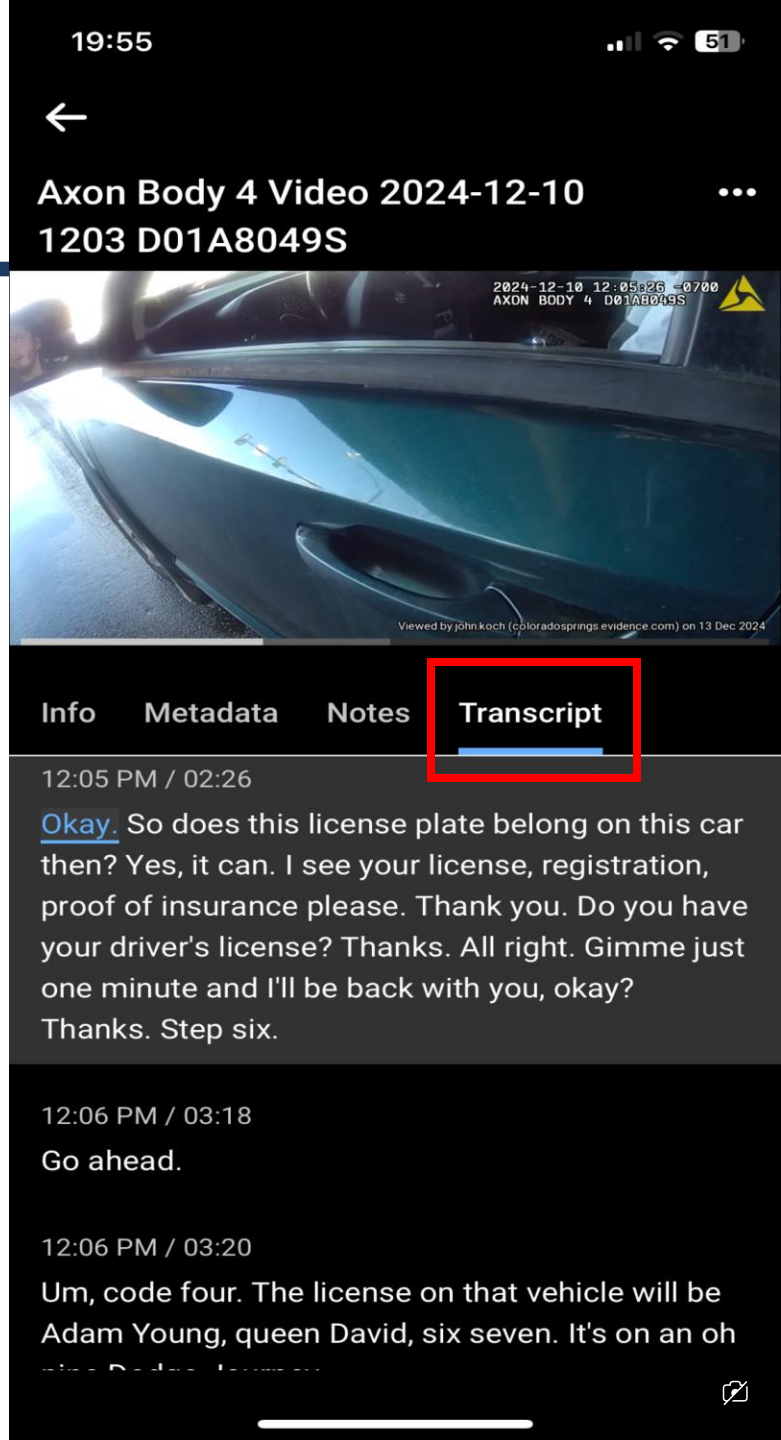
CSPD: AXON AUTO-TRANSCRIBE

The transcript is also available in the Axon iPhone application within 10 minutes of the recording ending.

Click on the ‘Transcript’ tab of any recording you are reviewing to see the hyperlinked transcript.

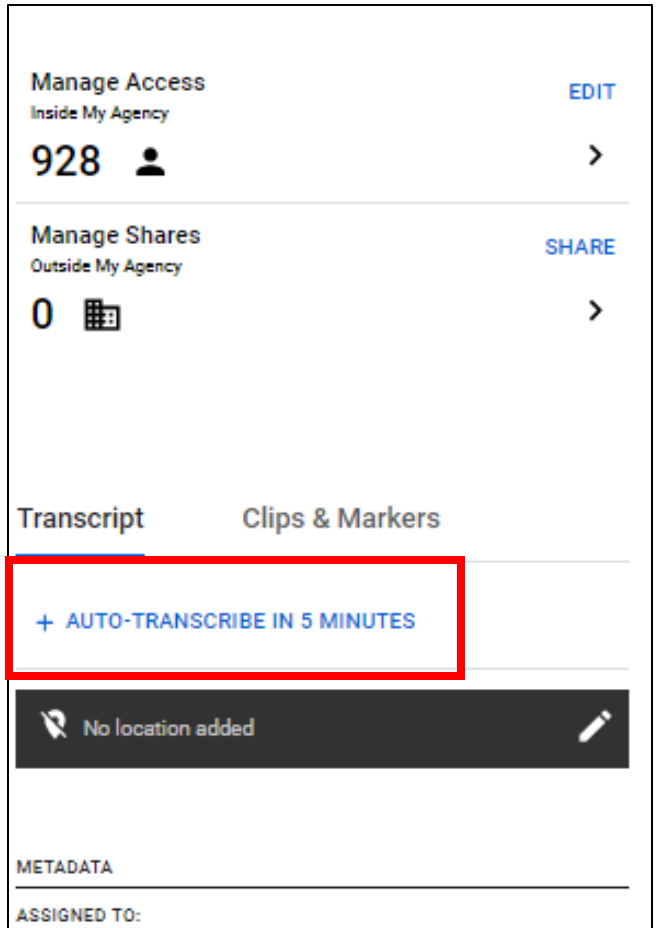
Click on any words in the transcript to be taken to that point of the recording.

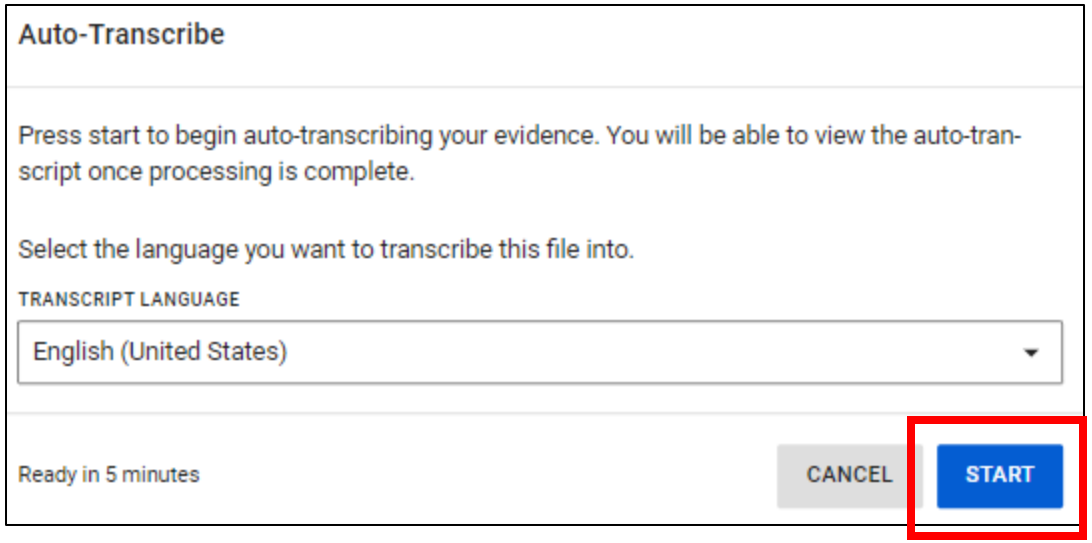
The transcript cannot be edited in the Axon iPhone application; that must be done in evidence.com.

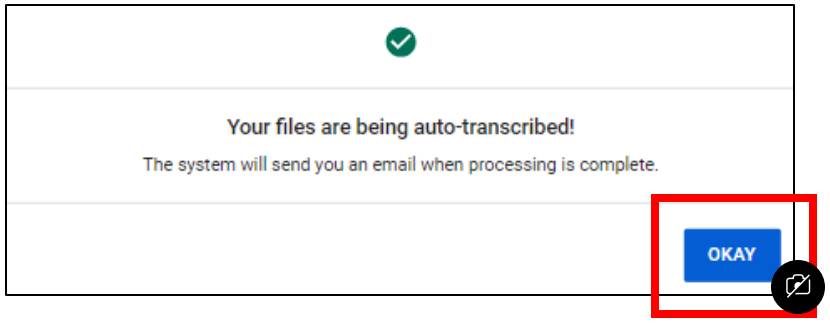


CSPD: AXON AUTO-TRANSCRIBE

Any other item placed into evidence.com may be transcribed if the user submits a request while viewing that item in evidence.com:

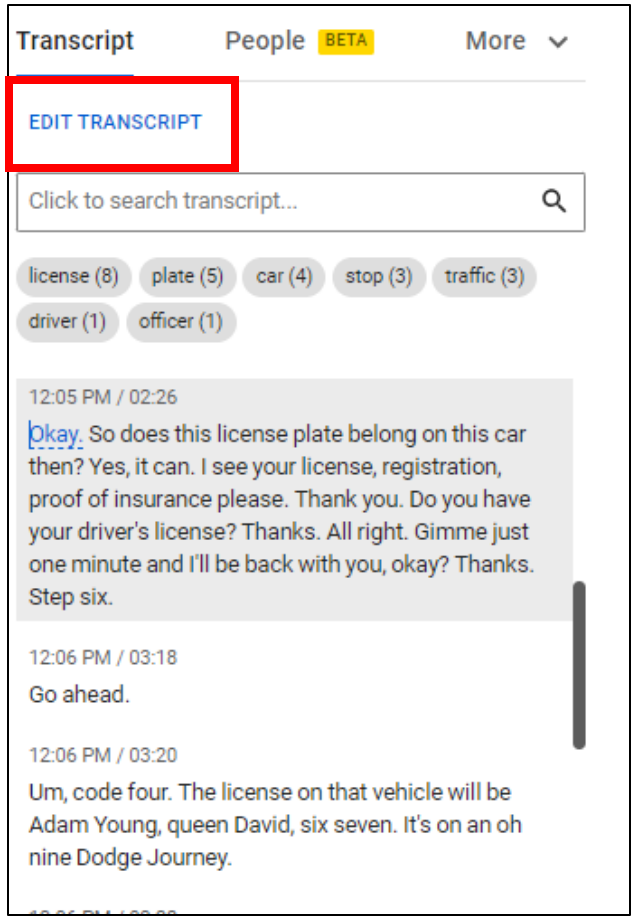


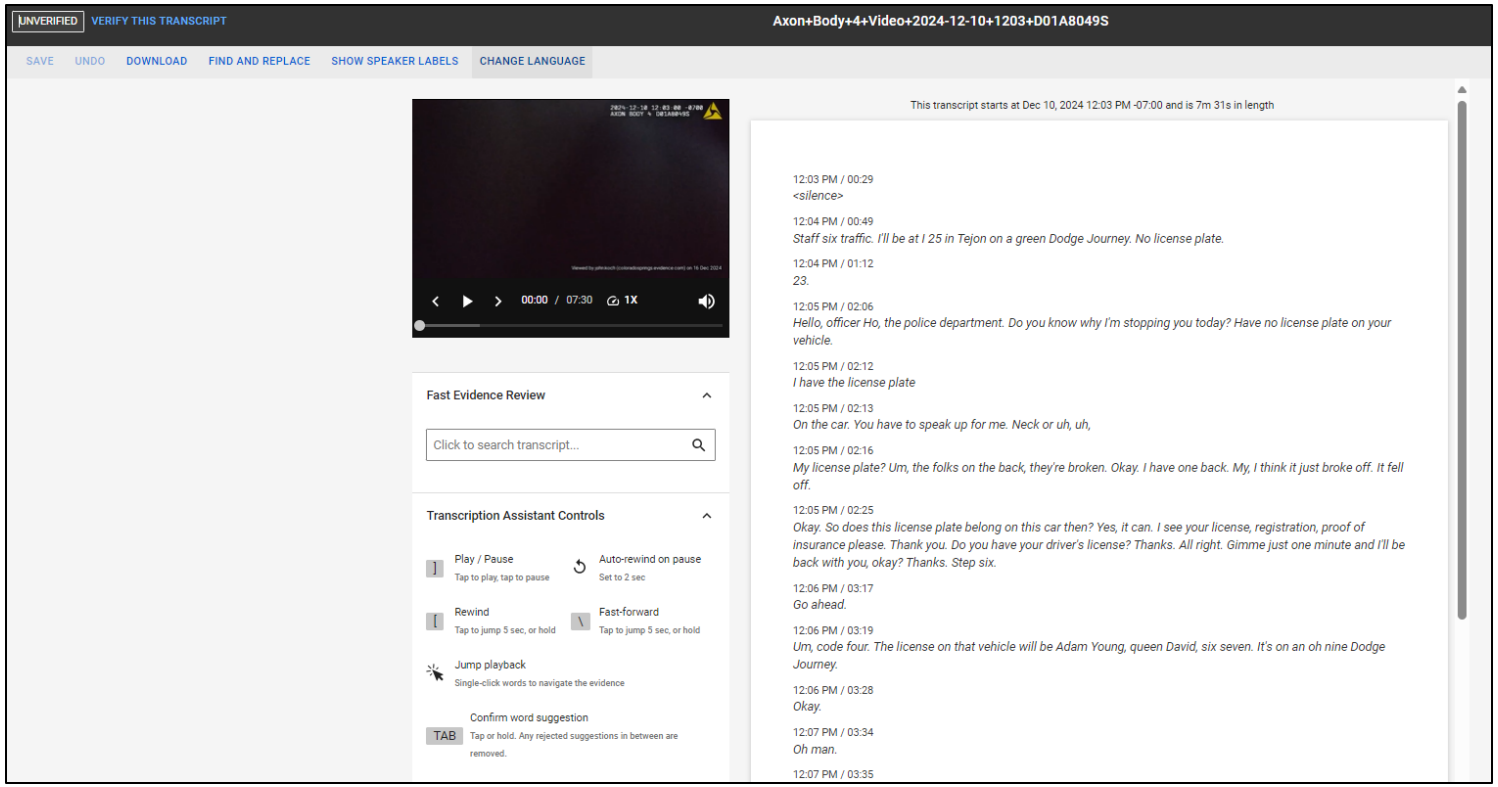




CSPD: AXON AUTO-TRANSCRIBE

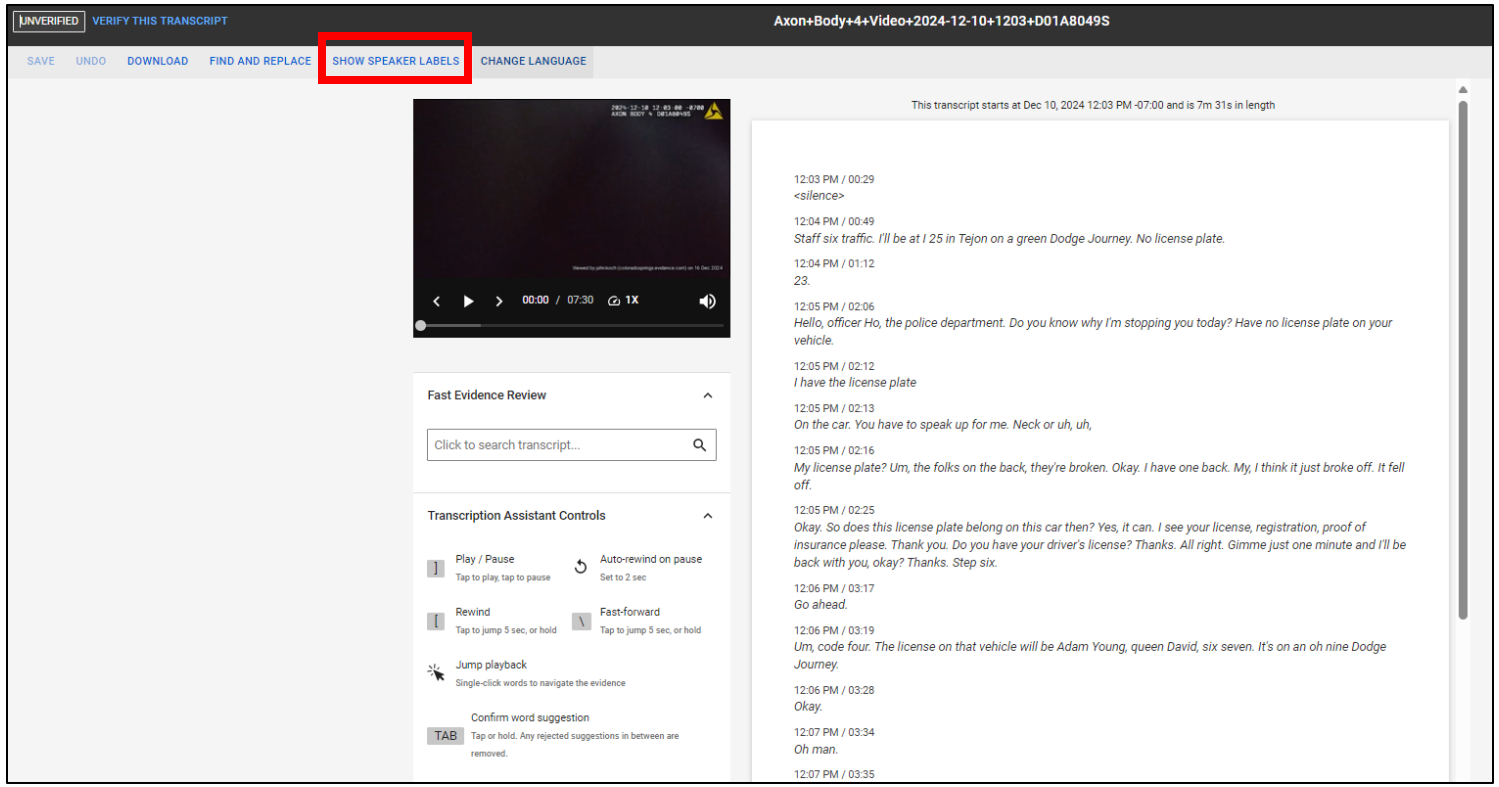
Transcripts can be edited once they are in evidence.com:





Multiple tools are available within the editing window, including Find & Replace, Speaker Labels, and skipping through the transcript. You can click any word to go to that point in the video.

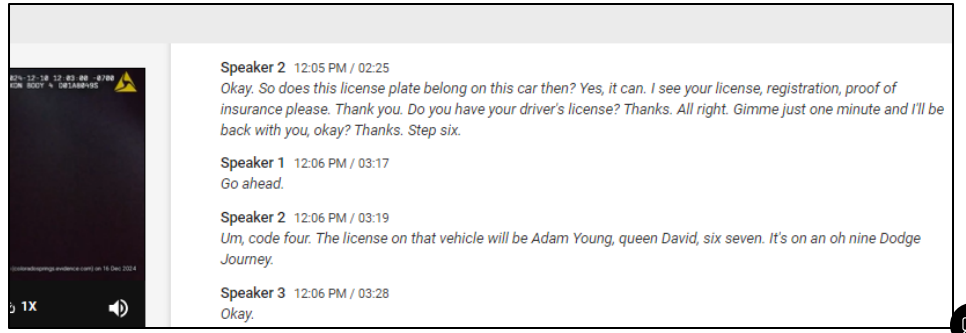
CSPD: AXON AUTO-TRANSCRIBE



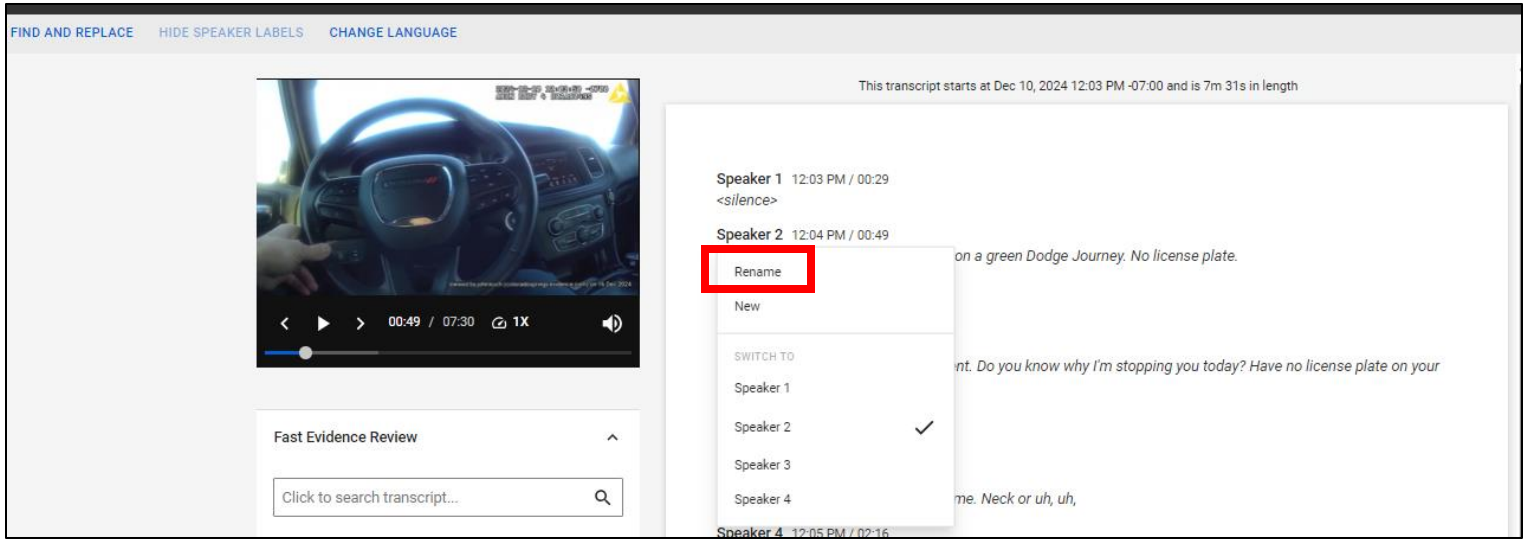
Click on ‘Show Speaker Labels’ to display the speaker identifications.

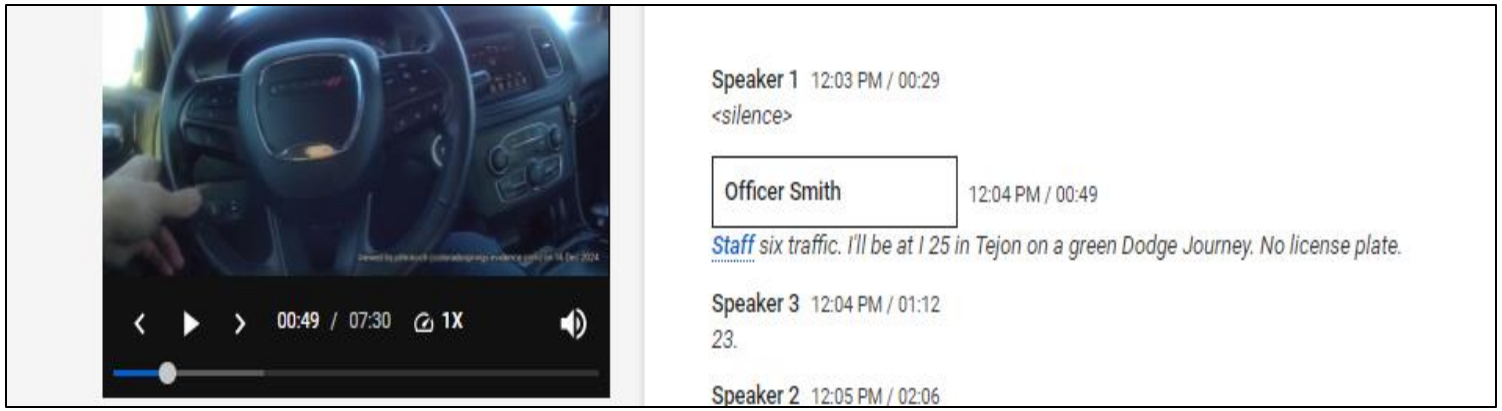
Then, left-click on the label you wish to change and click ‘Rename’.

Enter the name/title you want and press ‘Enter’.



CSPD: AXON AUTO-TRANSCRIBE





Officer Smith 12:05 PM / 02:25
Okay. So does this license plate belong on this car then? Yes, it can. I see y insurance please. Thank you. Do you have your driver's license? Thanks. Al back with you, okay? Thanks. Step six.

Speaker 1 12:06 PM / 03:17
Go ahead.

Officer Smith 12:06 PM / 03:19
Um, code four. The license on that vehicle will be Adam Young, queen Davi Journey.

Speaker 3 12:06 PM / 03:28
Okay.

Speaker 1 12:07 PM / 03:34
Oh man.

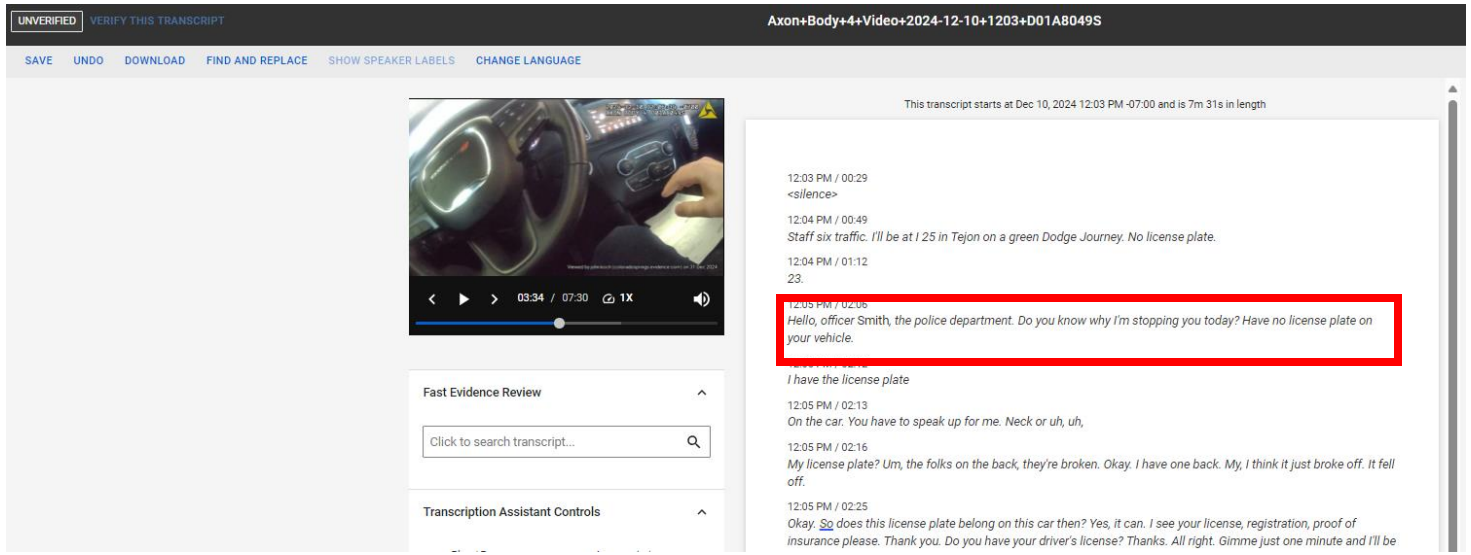
Officer Smith 12:07 PM / 03:35
So freaking cold out.

Speaker 1 12:07 PM / 03:38
It is clear.

Speaker 3 12:07 PM / 03:39
53.

Officer Smith 12:07 PM / 03:41
Okay, thanks.

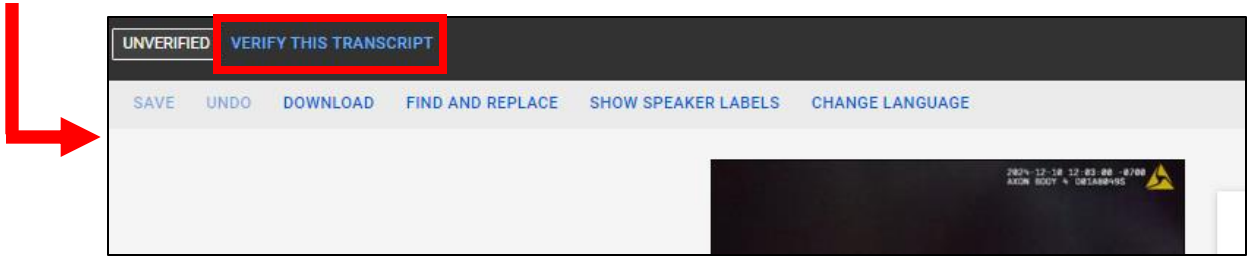
CSPD: AXON AUTO-TRANSCRIBE

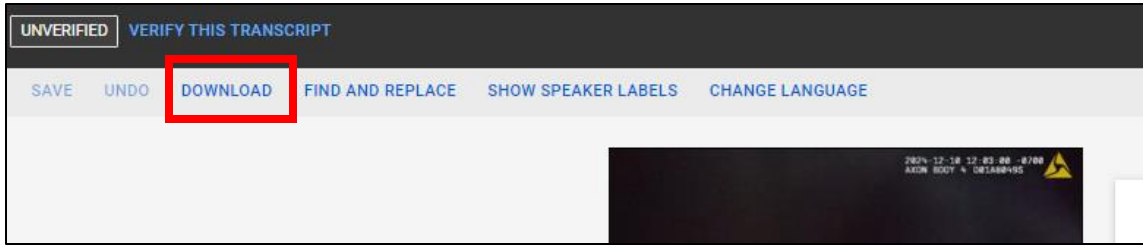


Click on any words in the transcript to edit.

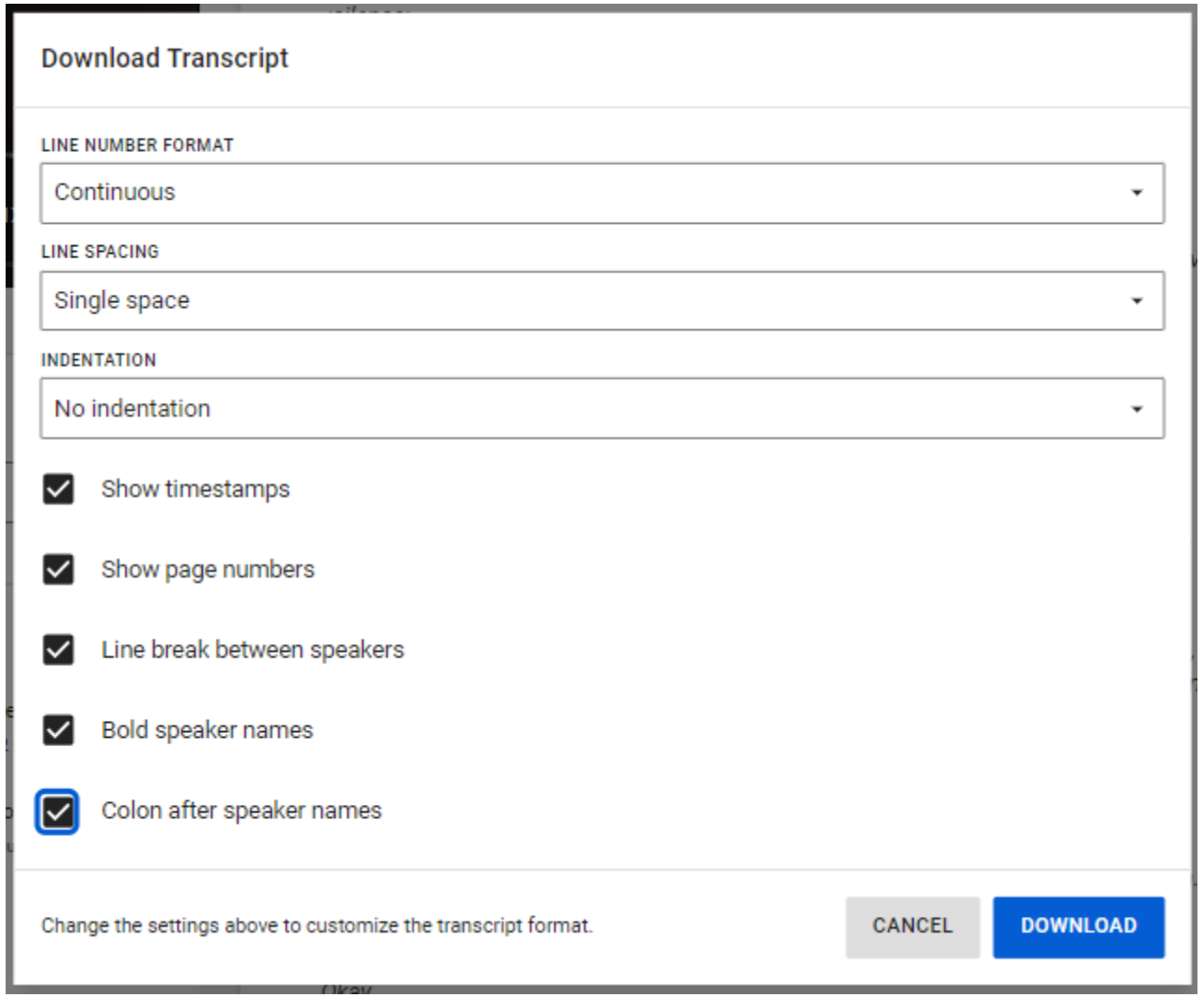
Then, click on ‘Verify This Transcript’ to verify a completed transcript.

You may then download a Word document of the completed transcript with the ‘Download’ button.





CSPD: AXON AUTO-TRANSCRIBE



To establish uniformity, all downloaded transcripts for use in lieu of contact or interview narrative must:

1. Have continuous line numbering.
2. Have single spacing.
3. Have no indentation.
4. Show timestamps.
5. Show page numbers.
6. Have a line break between speakers.
7. Bold speaker names.
8. Have a colon after speaker names.

CSPD: AXON AUTO-TRANSCRIBE

Evidence Title: Axon+Body+4+Video+2024-12-10+1203+D01A8049S

This transcript has been verified by Koch, John (2308)

This transcript starts at Dec 10, 2024 12:03 PM -07:00 and is 7m 31s in length

This document was generated with assistance from Axon Auto-Transcribe, a tool that automatically generates audio transcripts. I have reviewed the document in detail, made any necessary edits, and believe it to be an accurate representation of the reported events.

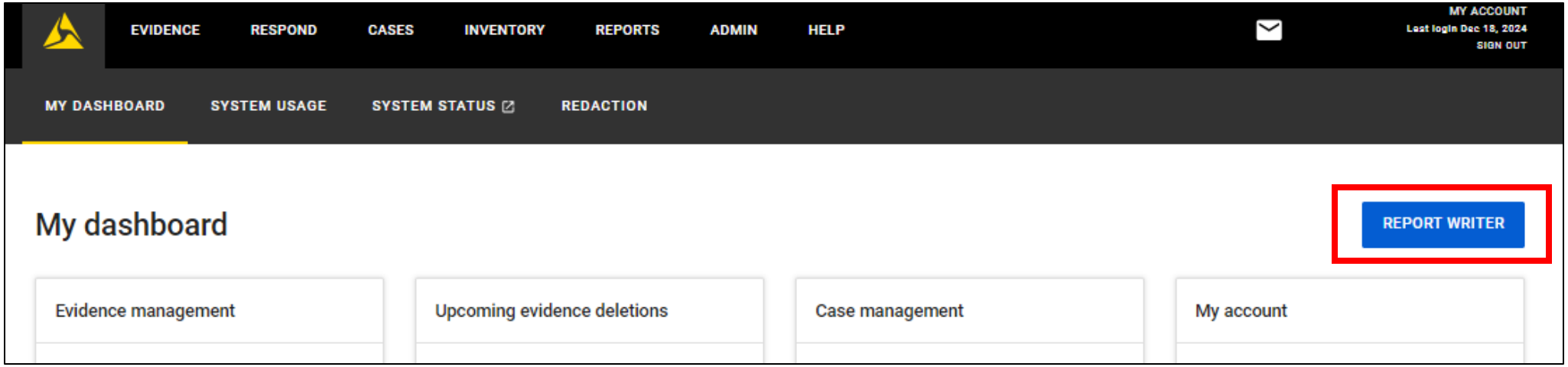
1 [12:03 PM / 00:29]
2 **Speaker 1:** <silence>
3
4 [12:04 PM / 00:49]

The resulting Word document transcript must:

- Include the Evidence Title (automatically generated)
- Include who verified the transcript (automatically generated)
- Include the date, time and length of the transcript (automatically generated)
- Include the standard Axon Auto-Transcribe acknowledgement (inserted by the submitting employee)

Axon Report Writer

CSPD: AXON REPORT WRITER

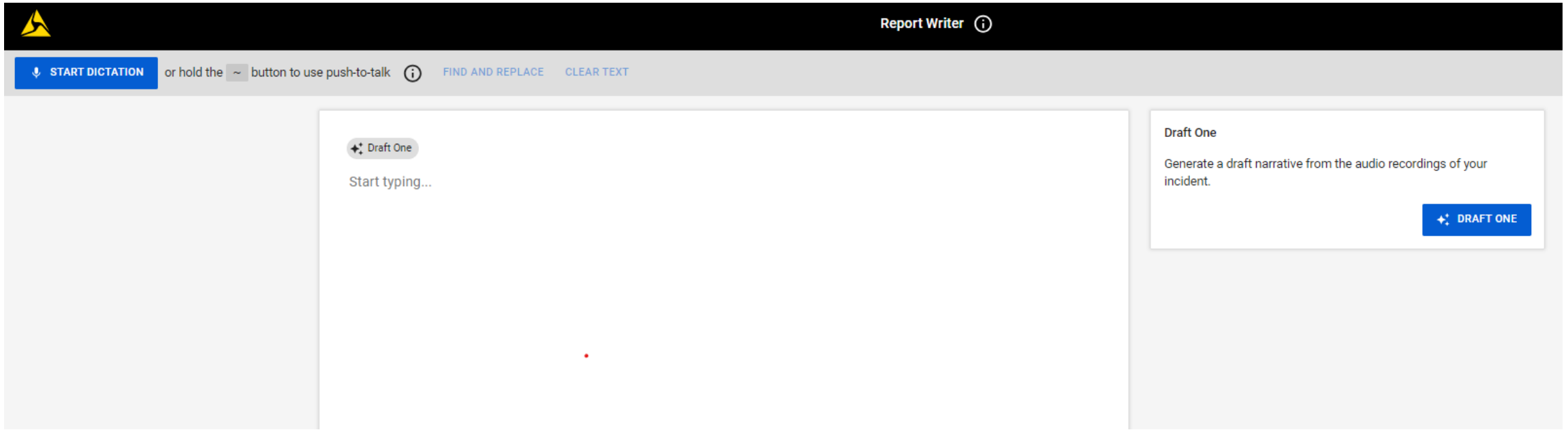


Axon Report Writer is available to all sworn and some civilian users. It provides:

1. A place to write and edit text for police reports, narratives, and other documents.
2. An imbedded dictation option for dictating text directly to your computer.
3. The native environment into which Draft One narratives are generated.

CSPD: AXON REPORT WRITER

The report window, dictation buttons and guide, and Draft One are available in Report Writer.

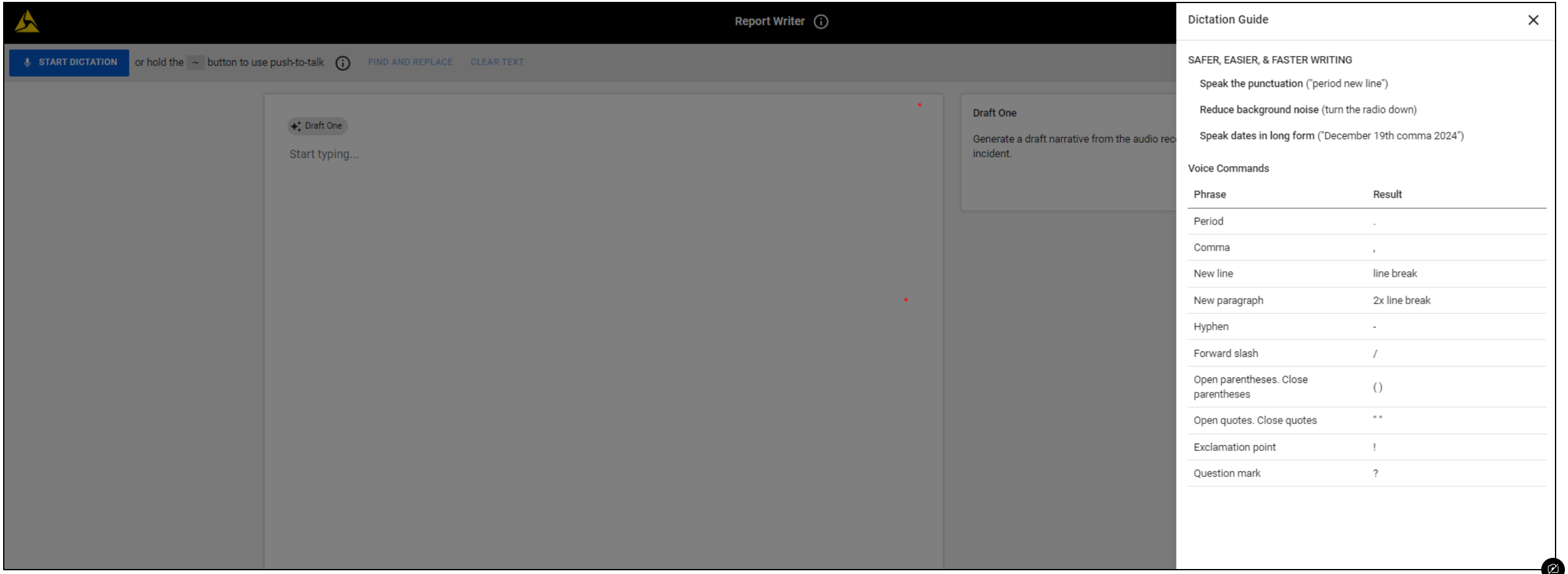


To manually enter narrative, simply type in the report window.

*** You cannot save narrative content in Report Writer; you must copy it to another application like Microsoft Word or Mobile Field Reporter. ***

CSPD: AXON REPORT WRITER

To dictate narrative, click ‘Start Dictation’. A guide is also available by clicking the ‘i’ button.



Axon Draft One

CSPD: AXON DRAFT ONE

Requirements for use of Draft One:	Employees must complete this training prior to using Draft One.
	Employees must review and sign General Order 1904 in PowerDMS prior to using Draft One, and review the City Administrative Regulation included in this presentation.
	Draft One may only be used for preparation of case or traffic crash reports or supplements, citations and citation affidavits, and Field Interview Reports.
	Draft One may only be used on digital evidence, recordings, or other items an employee either: a) has complete personal knowledge of; or b) has reviewed in their entirety.
	Any items on which Draft One is used will be placed into evidence.com under the appropriate retention category.
	Use of Draft One for administrative purposes is prohibited.

CSPD: AXON DRAFT ONE

All documents with content generated by Draft One must include the following statement at the beginning of the document:

Draft One Acknowledgment (automated):

This document was generated with assistance from Draft One by Axon, an artificial intelligence tool. I have reviewed the document in detail, made any necessary edits, and believe it to be an accurate representation of the reported events.

CSPD: AXON DRAFT ONE

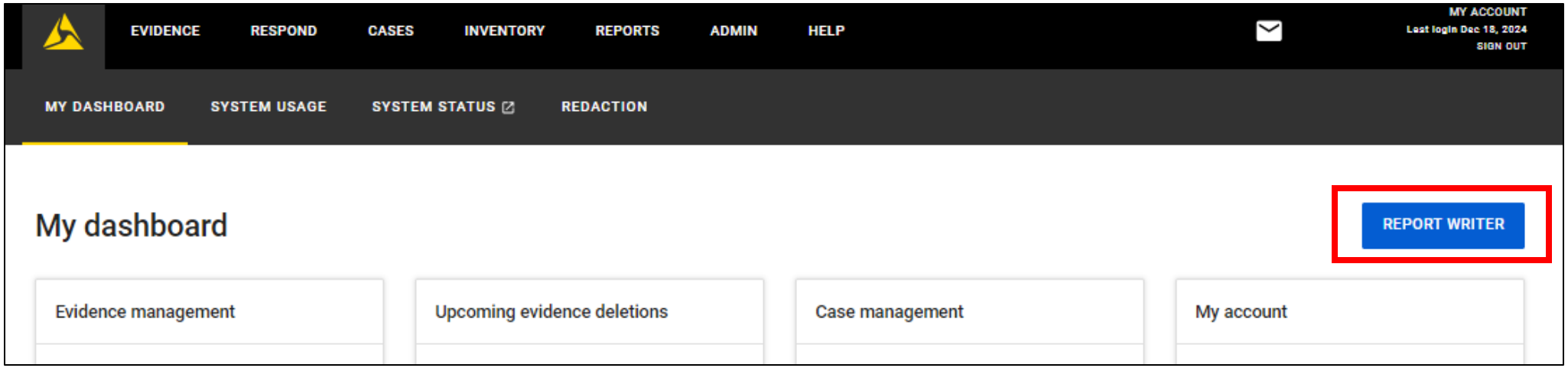
Axon Draft One is available in evidence.com for all sworn and some civilian users:

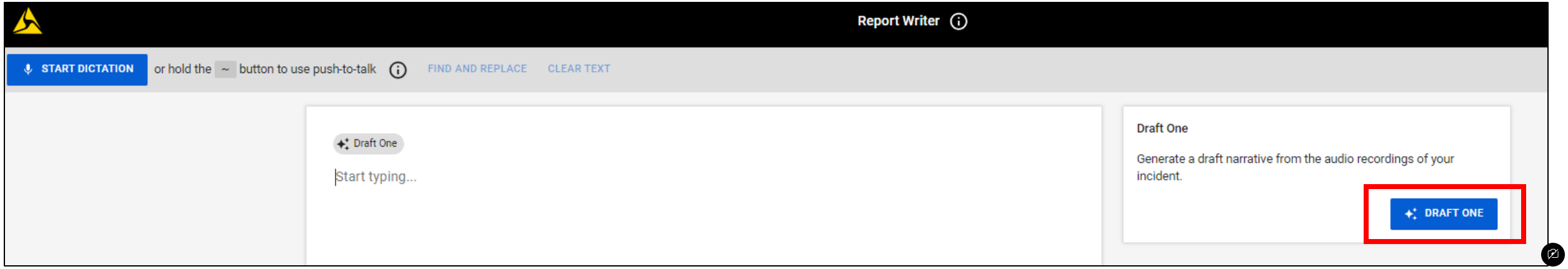
All Axon BWC recordings	All Axon Capture audio and video recordings with audio	All third-party audio and video recordings with audio

An item must have an initial automated transcript for Draft One to be available. Case numbers and retention categories should be added to these items per normal procedure.

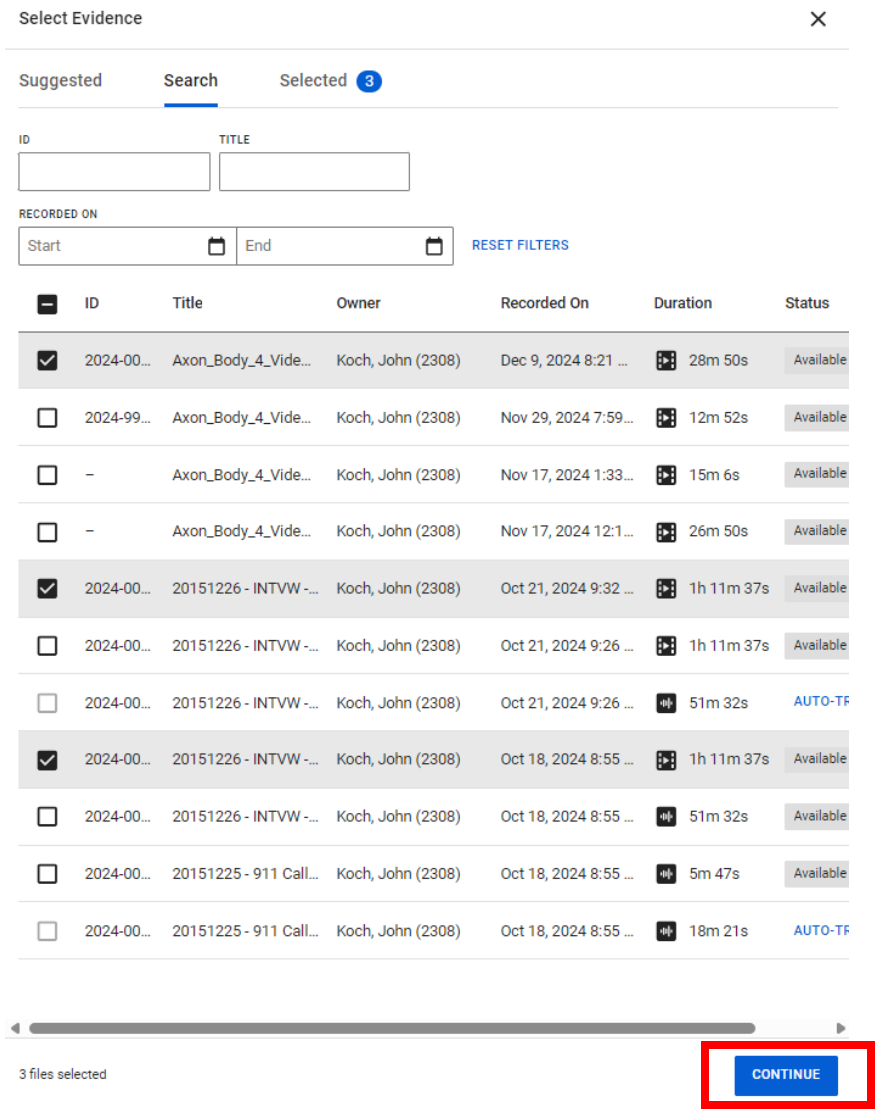
CSPD: AXON DRAFT ONE

Access Draft One through the ‘Report Writer’ button on your main Axon dashboard:





CSPD: AXON DRAFT ONE



Draft One has three tabs of evidence to select for Draft One generation: ‘Suggested’ items which are recordings within the last 24 hours; ‘Search’ items you can search for by case number, title, and date; and ‘Selected’ items based on what you choose.

Even if your Axon body camera has not been docked, the audio of your recording is sent to evidence.com and transcribed for use with Draft One within five minutes of the recording ending.

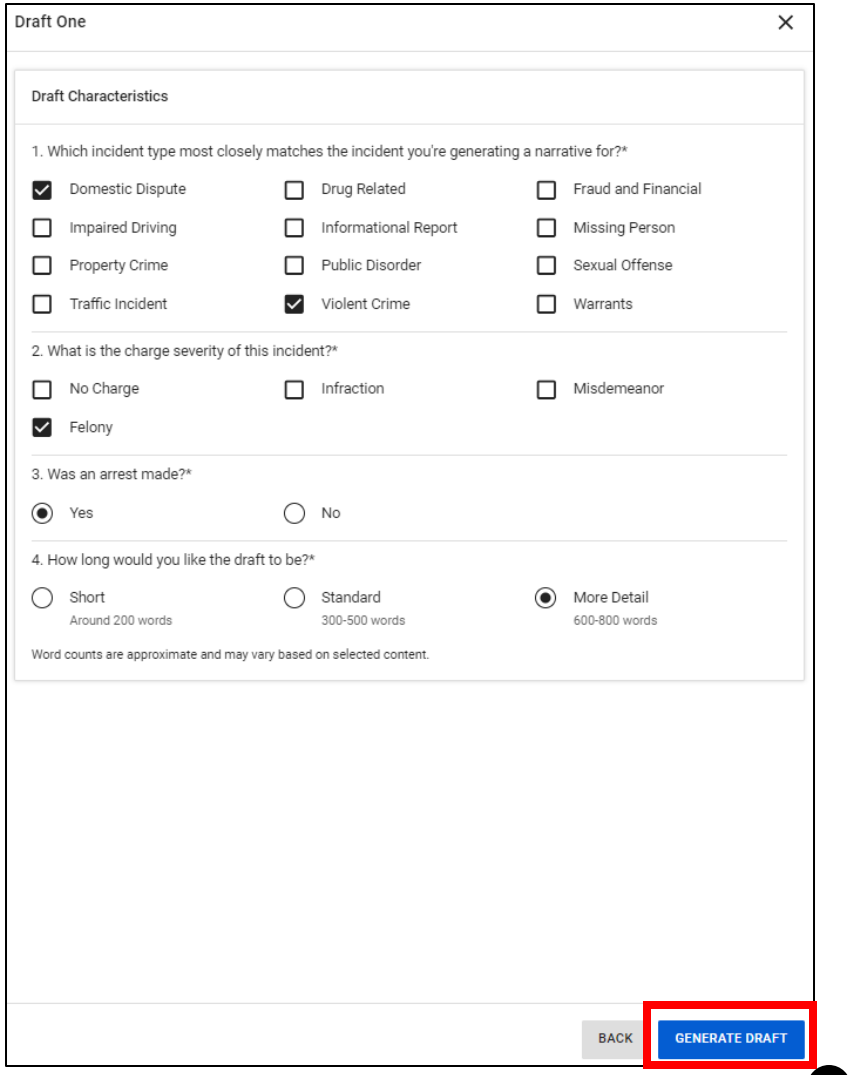
Select the item(s) you wish to include for Draft One report generation and click ‘Continue’. Multiple items may be selected.

<u>Draft One is only available on your evidence items.</u>

CSPD: AXON DRAFT ONE

Select all applicable ‘Draft Characteristics’ for the report you are generating:

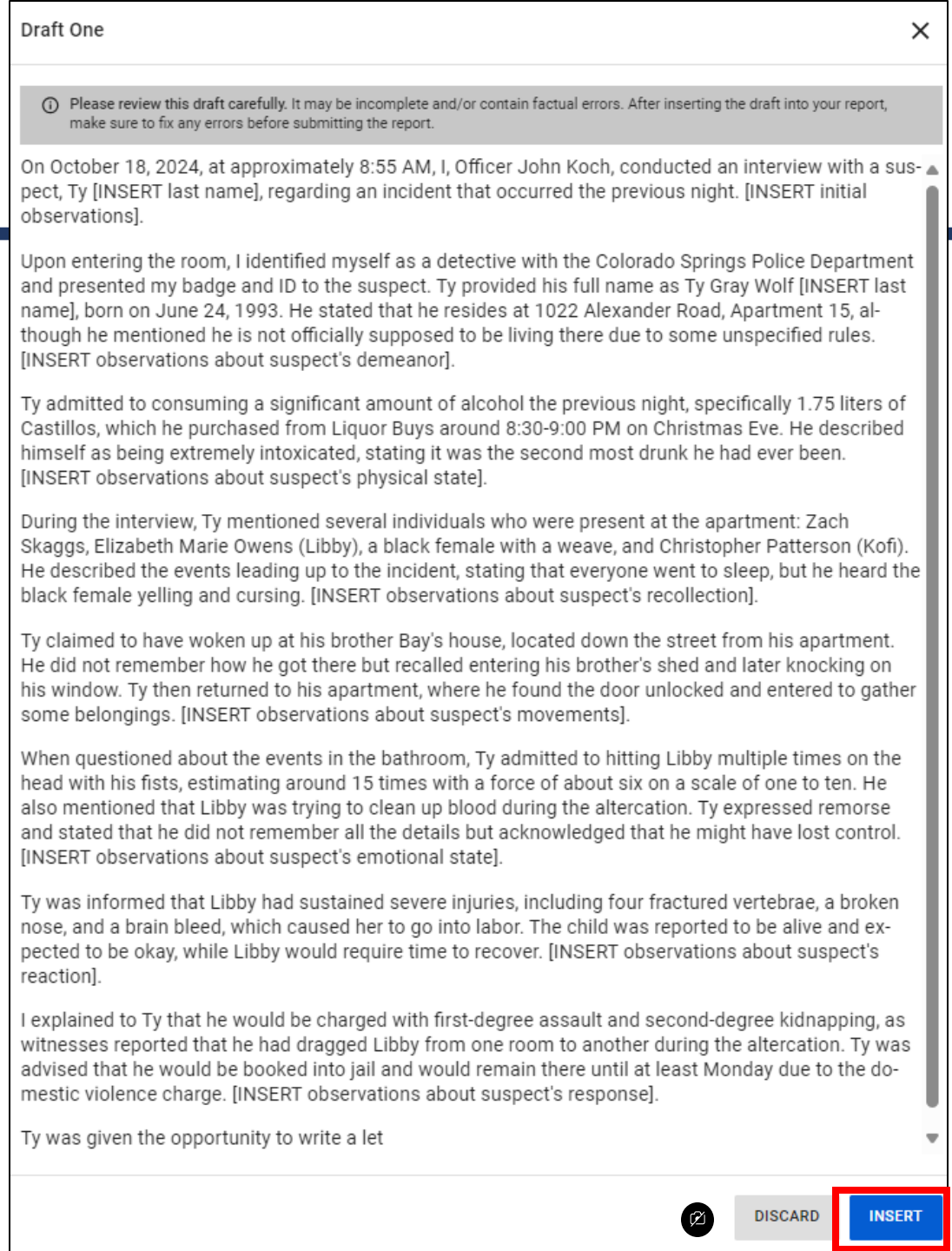
1. ‘Incident Type’ should match, as closely as possible, the incident for which a draft narrative is being generated. You may select one or more options.
2. Select the ‘Charge Severity’ of this incident. You may select one or more options, but the highest-level charge must be selected.
3. Select whether an arrest was made.
4. Select the length/detail of the draft narrative. Currently, users are required to select ‘More Detail’ for any narrative generated, unless the system recommends a lower level due to recording length.
5. Click ‘Generate Draft’.



CSPD: AXON DRAFT ONE

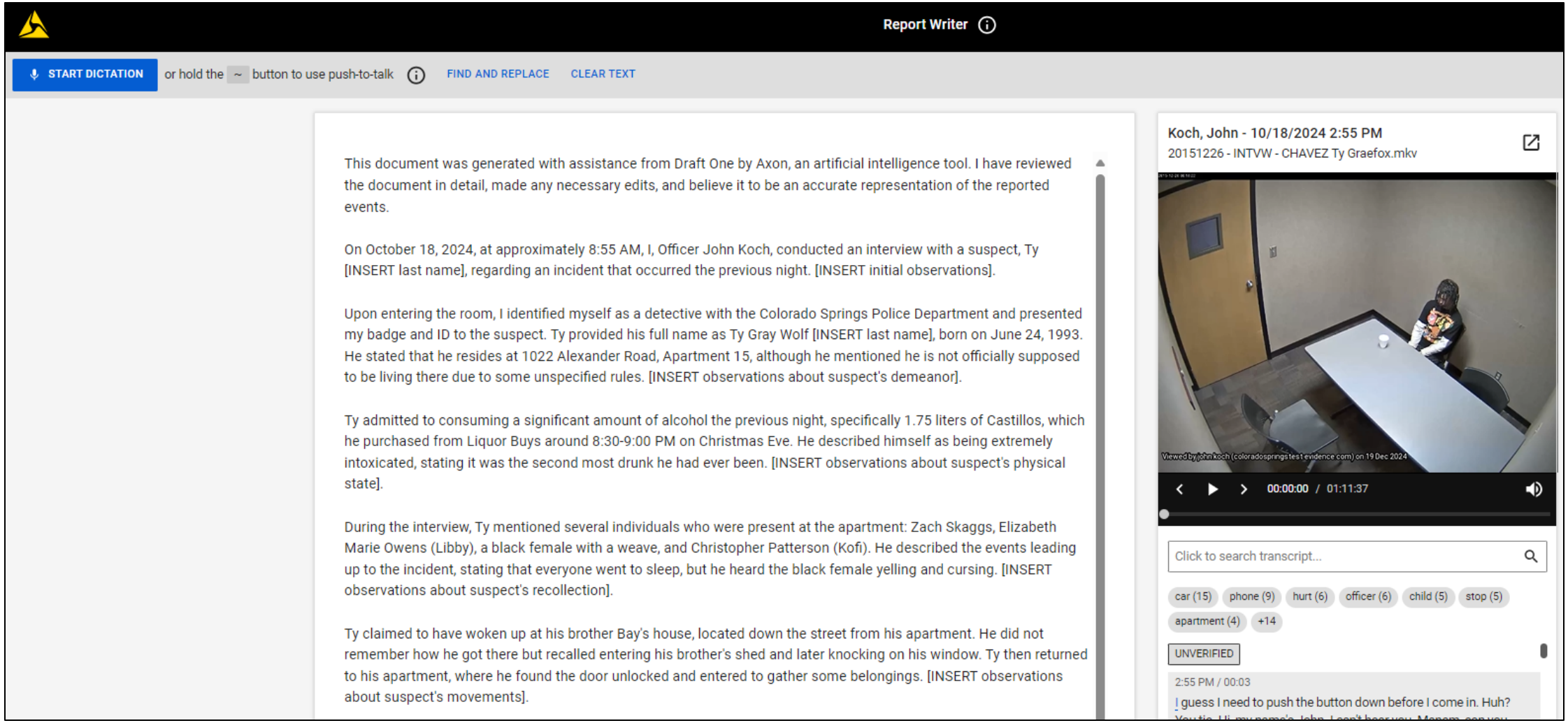
Draft One will generate a report narrative based on the evidence you select.

Click ‘Insert’ to move the narrative into the Axon Report Writer.

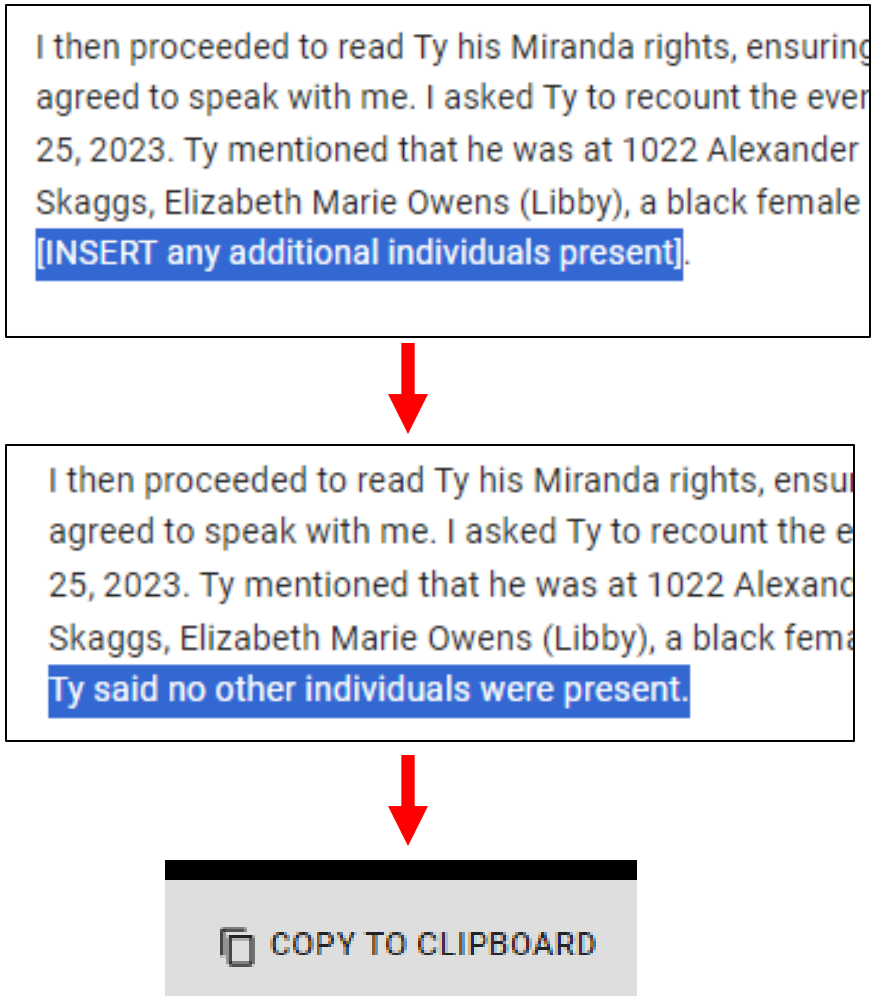


CSPD: AXON DRAFT ONE

Axon Report Writer with inserted Draft One narrative:



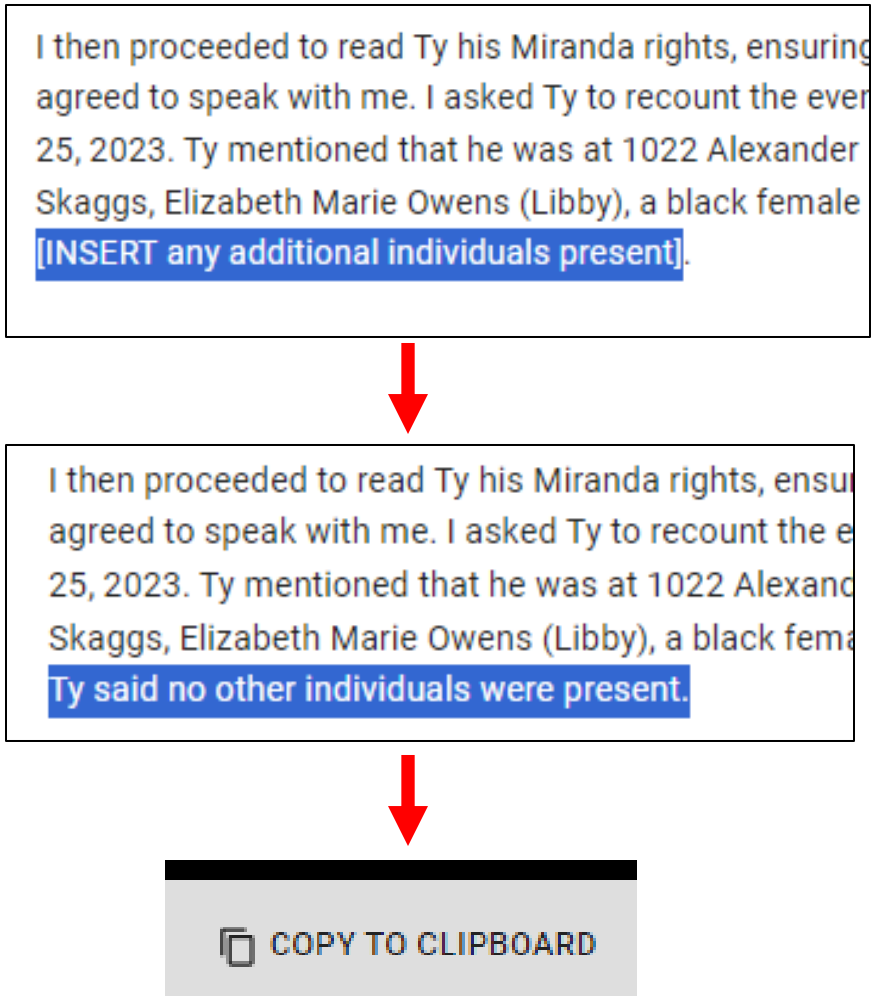
CSPD: AXON DRAFT ONE



Once in the Axon Report Writer, you must:

1. Review the entire narrative for accuracy, thoroughness, correct spelling and grammar, proper names and other information, and report quality; and
2. Review and complete ALL 'INSERT' statements automatically placed by the system. Click on the statement to highlight and edit it; and
3. Insert any relevant observations or other information the system either did not include or that you have knowledge of (e.g., what you experienced with your senses, follow-up you conducted, etc.); and
4. Complete all edits and changes needed in the entire narrative; and
5. Click 'Copy to Clipboard' in the upper right corner.

CSPD: AXON DRAFT ONE



Addressing 'Insert Statements' and adding content Draft One does not know or recognize are key parts of your review process.

'Insert Statements' are automatically placed by Draft One and suggest additional information that may be added to or needed in your report. All of these must be reviewed and addressed before you can copy a narrative to your clipboard.

Also, Draft One does not know what you know through experience, prior calls, or other follow-up not audibly captured on your recording. Examples include:

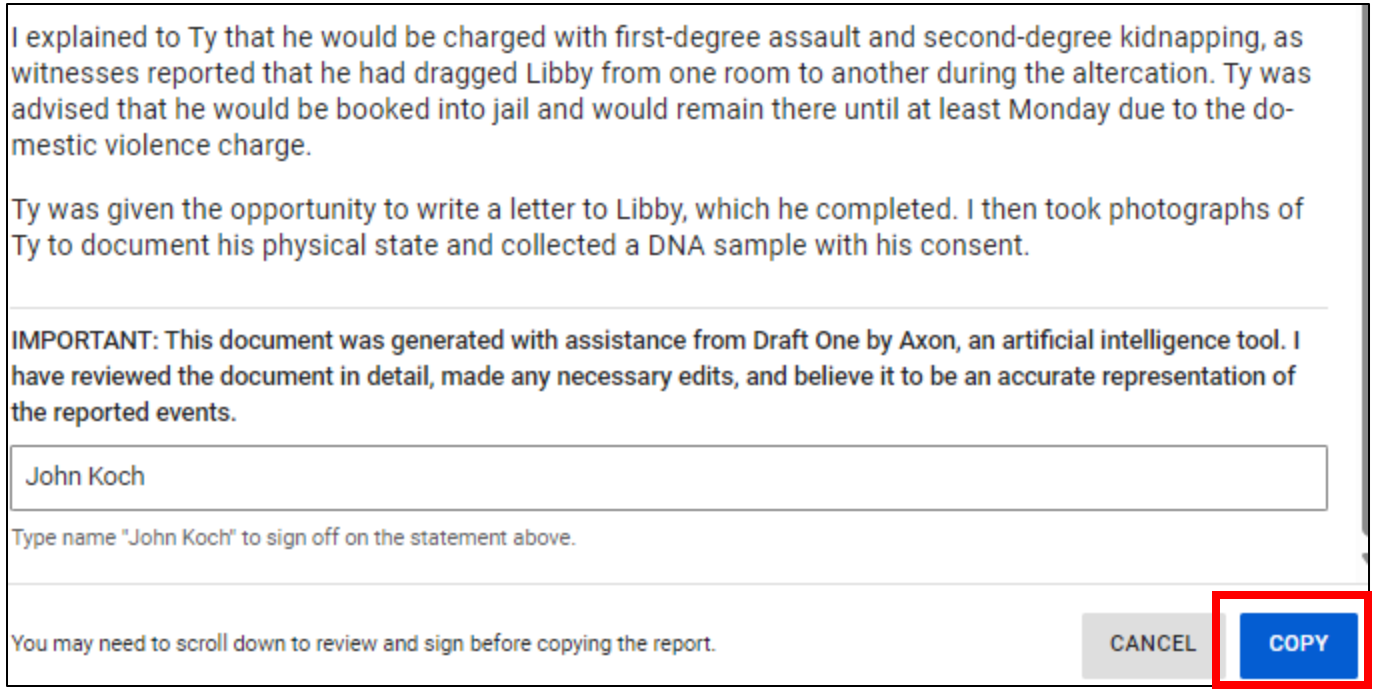
- Your prior knowledge of a victim or suspect.
- What you researched on your computer.
- What you saw, smelled, heard, etc. while on a call.

Draft One does not know what is or is not relevant or important on your recording. Only <u>you</u> know that, and your report must be thorough and accurate.

CSPD: AXON DRAFT ONE

To complete the narrative and have it available to place into Mobile, a Word document, or other location, you must review the acknowledgment, type your name in as it appears in the bar at the bottom of the narrative block, and click ‘Copy’.

The narrative is then ready for use.



CSPD: AXON DRAFT ONE

Key points about Draft One:

1. Draft One narratives are based solely on audio input. The more you narrate what you are doing and communicate your thoughts, intentions, and actions, the more detailed your draft narratives will be.

2. Draft One is not a substitute for human knowledge, intelligence, judgment, critical thinking, etc. It does not analyze video footage, cannot see or hear or smell or taste what you do, and will not report observations.

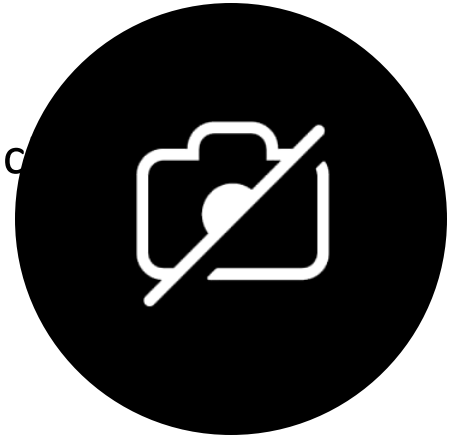
3. Draft One produces police reports in a single voice, making officers sound similar. Ensure you understand the vocabulary, sentence structure, and information provided in the reports you submit.

Courtroom Testimony, Important Considerations, & Technical Support

CSPD: COURTROOM TESTIMONY

It is possible you will be questioned or challenged on the Draft One system. Important things to remember during your testimony:

1. Draft One ONLY produces draft narrative documentation based on audio input.
2. Draft One cannot review video or make human sense observations or decisions.
3. Draft One does not and cannot make recommendations on police action, law enforcement decisions, statutory violations, etc.
4. A human being – you – must directly interact with the system, review the Draft One narrative, make edits, and sign an acknowledgment of full review prior to the narrative being available for use.
5. If there are questions about what is in a Draft One report, the audio recording from which it was generated is available in digital evidence storage.
6. The system cannot generate or provide reports without human request and interaction.
7. You ultimately reviewed the report, confirmed it was accurate, and submitted it – whic
   review is critical.



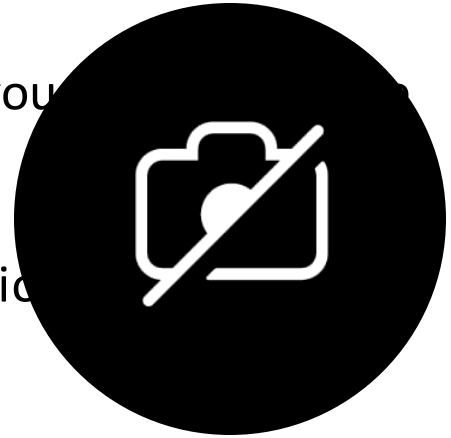
CSPD: IMPORTANT CONSIDERATIONS

Use of artificial intelligence and machine learning systems comes with important considerations. You must remain mindful of potential pitfalls and consequences of inattentive use, including:

1. Poor review of a report leading to inaccurate sworn testimony or documentation presented in a court of law;
2. Internal department discipline;
3. Administrative, civil, and criminal penalties for inaccurately reported information or testimony; and
4. Involvement in lawsuits, depositions, and civil liability.
5. The hazards of using the system to create a narrative long after a contact occurred – do you remember the details of what the system documents? You are responsible for the content.

The bottom line: these systems are meant to assist you with your job, not do it for you. You are responsible for the accuracy, quality, and thoroughness of your documentation.

This tool has the potential to dramatically improve our efficiency. Use it with care, consideratio



CSPD: TECHNICAL SUPPORT

Technical Support

Users needing assistance with Draft One should contact any member of the Tech Team during business hours.

If assistance is urgent and after hours or on the weekend, please follow the standard Tech Team on-call procedure.

Do not contact City IT, as they do not have access to our Axon environment and are not trained in the system.

User Feedback, Suggestions, & Questions

Please e-mail Sgt. Tollefson and Cmdr. Koch if you have any feedback, questions, or suggestions regarding these programs.

We will publish the feedback and questions to everyone in early February 2025.

Axon Auto-Transcribe, Report Writer & Draft One

Policy & Usage Requirements

Q1 2025

Management Services Division [completed December 2024]
Cmdr. John W. Koch|002308