

# **POLICY 608**

## **LAFAYETTE POLICE DEPARTMENT** Policy Manual

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### **Computer Software and Transcription-Assisted Report Generation**

#### **608.1 PURPOSE**

The purpose of this policy is to provide direction on the use of computer software and transcription-assisted report generation (e.g. Axon Draft One). Transcription-assisted report generation is currently an embedded feature within Axon Records and Evidence.com. The use of transcription-assisted report generation is not a replacement for completing quality reports documenting police investigations.

#### **608.2 DEFINITIONS**

Computer Software and Transcription-Assisted Report Generation: Software which generates draft reports using transcription from audio captured during investigations and police incidents, interview room investigations, and other uploaded audio files.

#### **608.3 POLICY**

Transcription-assisted report generation may be used on any level of incident including non-criminal incidents, civil matters, infractions, misdemeanors, and felonies.

The use of transcription-assisted report generation is not required in order to complete a report narrative.

Once a draft narrative is completed using transcription-assisted report generation, the software may insert brackets with suggestions on further detail which may be useful. All of the brackets inserted must be removed before submitting the report for supervisor approval. If the bracket removal is not completed, Axon Records will give an error indicating there are still brackets which need removed before submitting the completed report.

Transcription-assisted report generation such as Axon Draft One will prompt officers to sign their names indicating they are aware transcription-assisted report generation was used to produce a draft narrative, the officer has reviewed and edited the draft report, and the report is a true and accurate representation of the incident being investigated. The officer will then submit the report for supervisor approval.

Recruit officers currently in the Field Training Program shall not use transcription-assisted report generation to complete draft narratives and must complete reports manually. Once the officer is released from the training program, transcription-assisted report generation privileges will be activated by an Axon administrator.

Transcription-assisted report generation is not a supplement for an official account of an officer's investigation. Each officer using this feature needs to ensure the report is accurate and complete.

Any use of computer software and transcription-assisted report generation outside of Axon Records or Axon Evidence.com shall adhere to the City of Lafayette IT policy regarding such software.