



Draft One User Guide

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What's New

This guide includes the following updates:

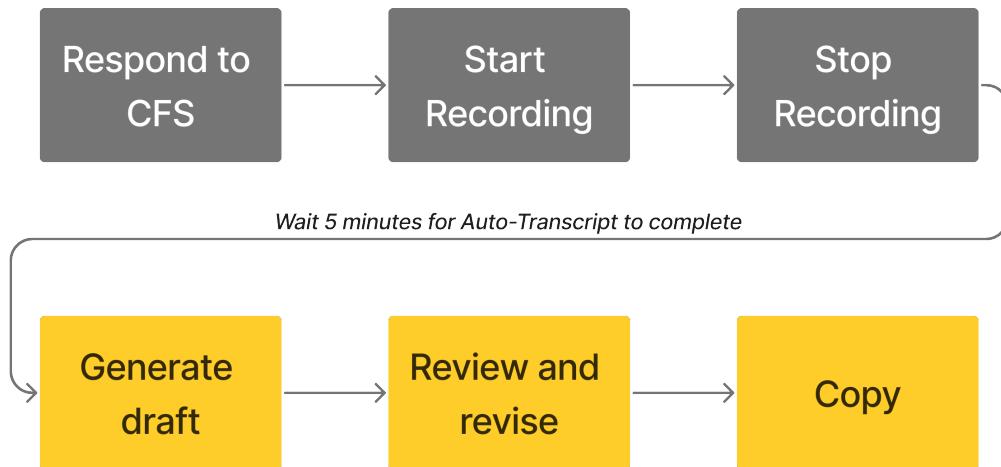
- [Axon Standards](#) is now an access point for using Draft One.
- Select a [draft length](#) when using Draft One.
- [Officer rank is now generated](#) based on the rank assigned to the user in the Admin panel.
- The [transcript is now displayed](#) beside the generated draft in Axon Evidence.
- The [Edit Agency Settings permission](#) lets users view the Draft One Settings page.

Draft One Overview in Axon Evidence

Organizations who have purchased the Draft One add-on can now use the Draft One narrative tool, which is powered by body camera audio. Using Draft One, you can quickly [generate draft narratives](#) in Axon Evidence that can be carefully [reviewed and revised](#), then [copied](#) into your third-party RMS (Records Management System).

These drafts are generated from your body camera's footage of the incident. As soon as you stop recording, the audio from your video is automatically uploaded to Axon Evidence. Once the upload is complete, the audio is quickly Auto-Transcribed. Five minutes after stopping your recording, you can open Axon Evidence and use Draft One to create a draft narrative.

Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.



Administrators can [configure safeguards](#) for Draft One and assign [permissions](#) to ensure that the appropriate users can access it. Once Draft One is enabled, you can see when it has been used by [generating an audit trail](#) for a user or a report.

See [this video](#) for a quick explanation of this feature.

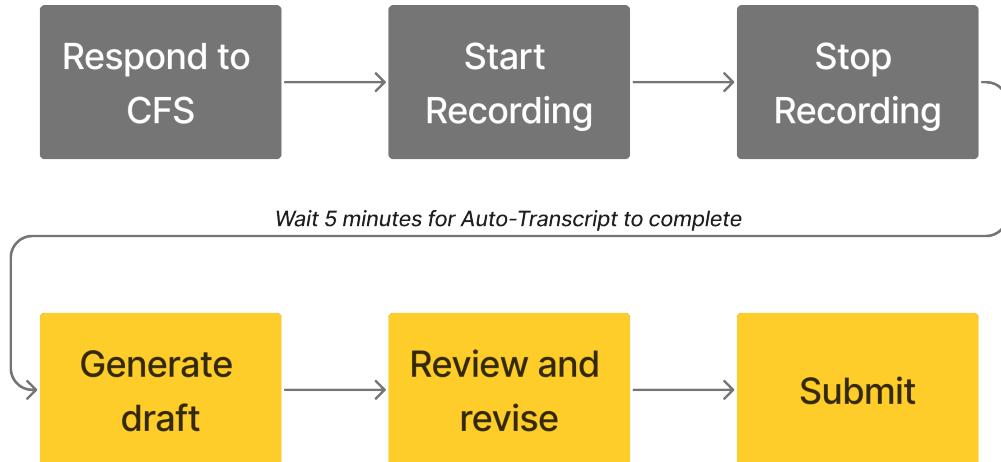
Draft One Overview in Axon Records and Standards

Organizations who have purchased the Draft One add-on can now use the Draft One narrative tool, which is powered by body camera audio. Using Draft One, you can quickly [generate draft narratives](#) and insert them into your Axon Records and Standards reports.

These drafts are generated from your body camera's footage of the incident. As soon as you stop recording, the audio from your video is automatically uploaded to Axon Evidence. Once the upload is complete, the audio is quickly Auto-Transcribed. Five minutes after stopping your recording, you can open Axon Records or Standards and use Draft One to create a draft narrative.

After carefully [reviewing and revising](#) the draft, you can [submit](#) your report for supervisor review.

Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.



Administrators can [configure safeguards](#) for Draft One and assign [privileges](#) to ensure that the appropriate users can access it. Once Draft One is enabled, you can see when it has been used by [generating an audit log](#) for a user or a report.

See [this video](#) for a quick explanation of this feature.

Draft One best practices

To assist Draft One in generating better draft narratives, you can follow several best practices while in the field:

Narrate out loud

The more dialog that appears in the evidence Auto-Transcript, the better Draft One will be able to generate a full draft.

To assist this process throughout the CFS, you speak out loud (as able and as appropriate). You can explain what is going on, what your observations are, and what decisions you are making.

This narration can occur throughout the entire CFS:

- Turning on your body camera while en route
- While on scene
- Afterward, when wrapping up the call

Translate

Draft One currently only supports English (although additional languages are planned in future updates). If you are on a CFS where other languages are spoken, and you are able to translate, translate out loud. Your body camera will hear your translation and Draft One will use that translation when generating the draft narrative.

Use active listening

When speaking with community members, echo back what they say to you, especially if you are in a noisy environment and are worried about your body camera's audio quality. Not only will this clear up audio problems (because your body camera always hears your words best), but it is also a general good practice when policing.

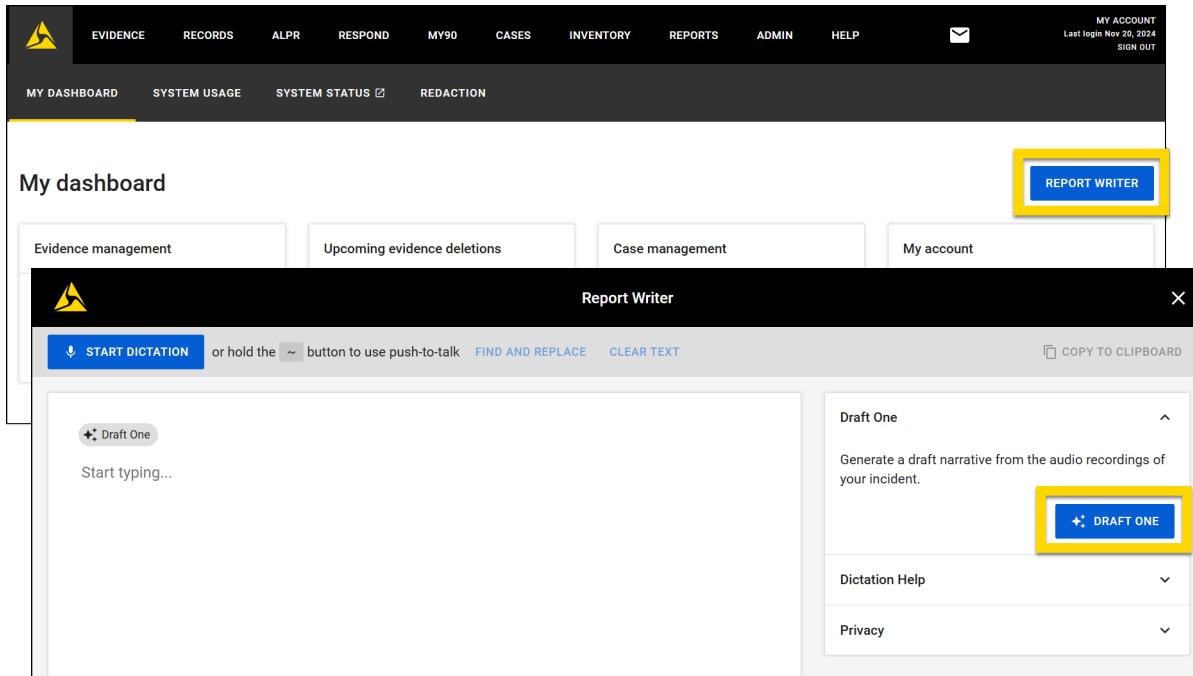
Ask questions

When on scene, ask questions of the community members you interact with. This information will increase the amount of information that appears in the Auto-Transcript and help Draft One generate a more complete narrative.

Generate a narrative draft with Draft One in Axon Evidence

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

To generate a draft narrative, first log in to Axon Evidence and select **Report Writer** on the My Dashboard page. In the new browser tab that opens, select **Draft One**.



When Draft One opens, follow these steps to generate a draft narrative:

1. Choose one or more pieces of evidence to use as the basis of the draft narrative.
 - Only items marked as *Available* in the **Status** column can be used.
 - You can switch between the two tabs to find the right piece of evidence:
 - **Suggested:** Contains all evidence you have recorded and uploaded in the past 24 hours.
 - **Search:** Lets you search for a specific piece of evidence
 - **Selected:** Selected items appear on this tab for easy review

2. Select **Continue** after choosing one or more pieces of evidence.

Selected Evidence

Suggested Search Selected 3

ID TITLE

RECORDED ON

Start End RESET FILTERS

ID	Title	Owner	Recorded On	Duration	Status
<input type="checkbox"/>	AXON_Body_2_Vide...		Dec 22, 2023 11:0...	6m 6s	Pending Upload
<input checked="" type="checkbox"/>	AXON_Body_2_Vide...		Dec 22, 2023 11:0...	5m 3s	Available
<input checked="" type="checkbox"/>	(Clip_7.1)_AXON_B...		Dec 22, 2023 10:5...	11m 9s	Available
<input checked="" type="checkbox"/>	Axon Body 3 Video ...		Dec 22, 2023 9:51...	17s	Available
<input type="checkbox"/>	Axon Body 3 Video ...		Dec 22, 2023 9:48...	27s	Available
<input type="checkbox"/>	Axon Body 3 Video ...		Dec 22, 2023 9:12...	57s	Available
<input type="checkbox"/>	Test Axon Capture Video...		Jul 25, 2023 1:40 ...	3s	No dialog detected
<input type="checkbox"/>	Axon Body 3 Video ...		Jul 25, 2023 1:28 ...	39s	No dialog detected
3 files selected					
CONTINUE					

3. Provide information about the type of incident, including Incident type, charge severity, and whether or not an arrest was made.

4. Select a draft length.

- If the transcripts from the selected evidence items are brief, messages indicate which draft length options are most appropriate.
- Length options include:
 - **Short:** Around 200 words
 - **Standard:** 300-500 words
 - **More Detail:** 600-800 words

5. Select **Generate Draft**.

Draft One

Draft Characteristics

1. Which incident type most closely matches the incident you're generating a narrative for?*

<input type="checkbox"/> Criminal Damage and Arson	<input type="checkbox"/> Drug Offences	<input type="checkbox"/> Fraud Offences
<input type="checkbox"/> Robbery	<input type="checkbox"/> Summary Non-motoring	<input type="checkbox"/> Miscellaneous Crimes Against Society
<input type="checkbox"/> Theft Offences	<input type="checkbox"/> Public Order Offences	<input type="checkbox"/> Sexual Offences
<input type="checkbox"/> Summary Motoring	<input type="checkbox"/> Violence Against the Person	<input type="checkbox"/> Possession of Weapons

2. What is the charge severity of this incident?*

<input type="checkbox"/> No Charge	<input type="checkbox"/> Summary Only Offence	<input type="checkbox"/> Either-way Offence
<input type="checkbox"/> Indictable Only Offence		

3. Was an arrest made?*

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

4. How long would you like the draft to be?* ⚠ Due to the length of the transcript(s), a "short" draft is recommended.

<input checked="" type="radio"/> Short Around 200 words	<input type="radio"/> Standard ⚠ 300-500 words	<input type="radio"/> More Detail ⚠ 600-800 words
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Word counts are approximate and may vary based on selected content.

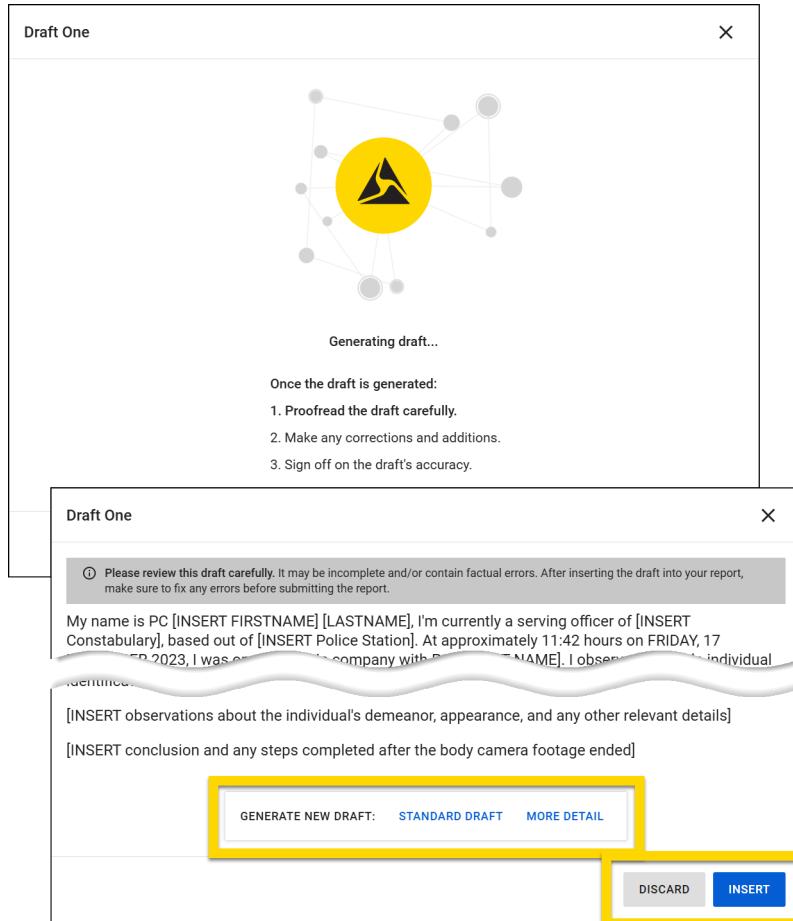
BACK **GENERATE DRAFT**

6. Draft One will begin processing the evidence's Auto-Transcript and generating the narrative draft.

7. When the draft is complete, review it.

- If the draft doesn't contain enough detail, select a new length option (Standard Draft or More Detail) to generate a longer version. To ensure best quality, follow the draft length recommendations from the previous screen.
- The rank that appears beside your name is auto-inserted based on the rank assigned to you in [Agency Settings](#).

8. If you believe the draft is a good starting point for your final narrative, select **Insert**. Select **Discard** if you believe it would take you longer to revise the draft as opposed to writing the narrative yourself.



If you discard a draft, a survey will appear asking you to give a bit of information about why you decided not to use the draft. If you have time, please take a moment to complete this quick survey. Your feedback will help Axon continue to improve Draft One.

Draft Quality Feedback

Why did you discard the draft?

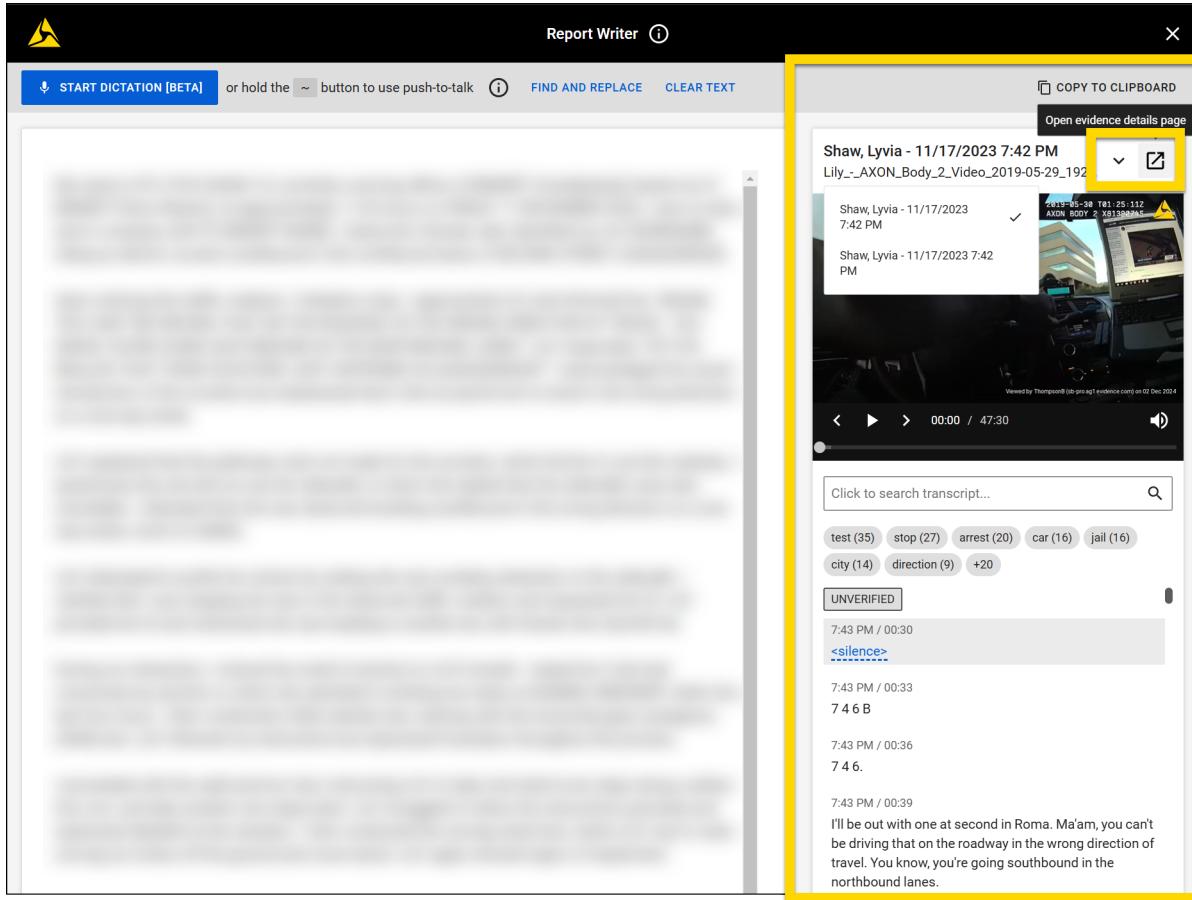
Poor formatting Just testing
 Irrelevant details False statements
 Incorrect timeline Subjective/vague word choice
 Not enough details Other

Question 1 of 1

CANCEL SUBMIT

After inserting your draft narrative, you can [review and revise](#) it before [copying](#) it to your computer's clipboard to be pasted into your report writing application.

When using Draft One in Axon Evidence, the evidence and its transcript display beside the text area, allowing you to quickly reference the evidence as you make your edits. [Interact with the transcript](#) in the Report Writer window or select the new tab icon to open the evidence details page in a new tab. If you selected multiple evidence items, use the arrow to switch between items.



Review and revise drafts generated by Draft One

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

After generating a draft with Draft One, it is YOUR responsibility to carefully review the draft. Do not assume it is complete and accurate.

When reviewing your draft, take these steps:

Review the draft for accuracy

Draft One isn't perfect, and it is your responsibility to ensure that the narrative correctly reflects what happened during the CFS.

Check the name and date

Draft One automatically inserts the date/time of the recording, as well as the person who made the recording at the start of the narrative. Double-check that this information is accurate.

Add missing information

Draft One generates narratives based on the Auto-Transcript. As such, it cannot include information that was not spoken aloud during the CFS. Be sure to add your observations and any other additional necessary information to result in a complete and accurate narrative of the events that occurred.

Update the [INSERT] statements

Draft One will periodically provide [INSERT] statements in sections of the narrative where the audio evidence did not provide the necessary information. If you click anywhere on the text inside the brackets, the entire INSERT statement will be selected and you can quickly update the narrative and provide the missing information.

On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, observed an individual operating an electric scooter in the wrong direction on a one-way street at the intersection of Second Street and Roma Avenue. The individual, later identified as [INSERT suspect's name], was traveling southbound in the northbound lanes. [INSERT observations justifying the traffic stop].

If you try to submit a report that still contains an [INSERT] statement, you will receive an error message.

Remove obvious errors

Some organizations have [configured](#) Draft One to introduce obvious errors. These errors appear in the narrative after you select **Insert** to add the narrative to the report. (They do not appear on the "preview" screen that is displayed immediately after Draft One has finished

generating the draft.) Read the draft carefully to remove these errors. The draft narrative can't be copied or the report submitted if any of these obvious errors are present.

On November 17, 2023, at approximately 11:42 AM, I, Officer ~~Lyvia~~ Shaw, observed an individual operating an electric scooter in the wrong direction on a one-way street at the intersection of Second Street and Roma Avenue. The individual, later identified as [INSERT suspect's name], was traveling southbound in the ~~opposite direction~~ [REDACTED]

During our interaction, I observed another scooter user correctly using the sidewalk and traveling in the correct direction, which I pointed out to the individual. She apologized and acknowledged the potential danger of her actions. [INSERT observations of traffic conditions or potential hazards]

A spell book was found at the scene, its pages fluttering open to a spell that turns metal to cheese.

I conducted a field sobriety test after detecting the smell of alcohol and observing signs of intoxication. The individual admitted to consuming two beers at Marble Brewery within the last four hours. [INSERT observations during the field sobriety test].

Make the required amount of changes

Some organizations have [configured](#) Draft One to require a certain amount of text to be edited to ensure that users are reading and revising narratives generated by Draft One. If you have not made the minimum amount of required changes, you will see an error after attempting to submit the report.

Some organizations have a recommended minimum change requirement, but do not require their users to make those changes. Instead, a popup window will appear explaining the recommended change amount but still allow you to submit the report.

After taking all necessary steps to review and revise the report, you can [copy](#) it to your computer's clipboard (Axon Evidence) or [submit](#) it for supervisor review (Axon Records and Standards).

Save your work

If you are [using Draft One in Axon Records](#), your draft narrative is automatically saved to the cloud when you insert it into your report.

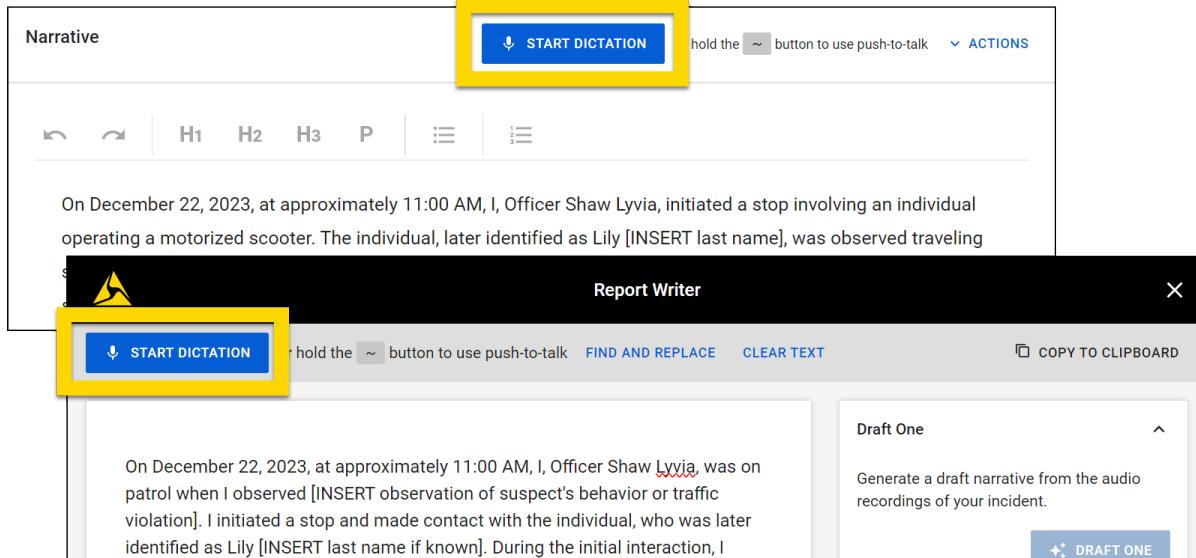
If you are [using Draft One in Axon Evidence](#), your work is NOT saved to the cloud. Instead, it is only stored in your internet browser's tab. This is done intentionally to prevent reports from being stored outside of your organization's third-party RMS (Records Management System).

If you close the tab containing the draft narrative, your work will be lost. If you are logged out of Axon Evidence and later log back in from the SAME tab, your draft narrative will appear.

To avoid losing your work, it's best practice, even if you are logged out due to inactivity, to keep the tab containing the draft narrative open until you have finished reviewing, revising, and copying it.

Use Dictation

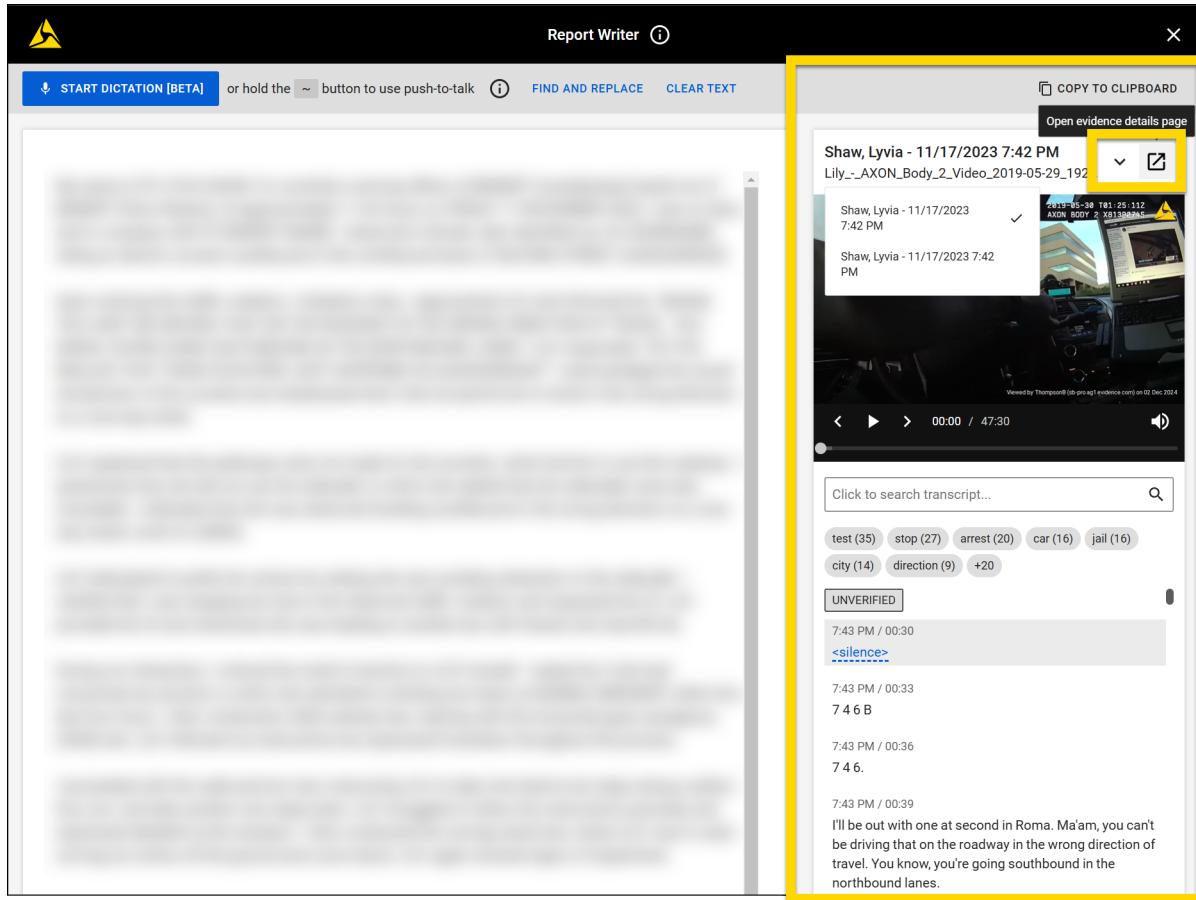
When updating the draft narrative, you can quickly add text by selecting [Start Dictation](#) and speaking.



Review the Transcript

When using Draft One in Axon Evidence, the evidence and its transcript display beside the text area, allowing you to quickly reference the evidence as you make your edits. [Interact with the transcript](#) in the Report Writer window or select the new tab icon to open the

evidence details page in a new tab. If you selected multiple evidence items, use the arrow to switch between items.



Copy drafts generated by Draft One

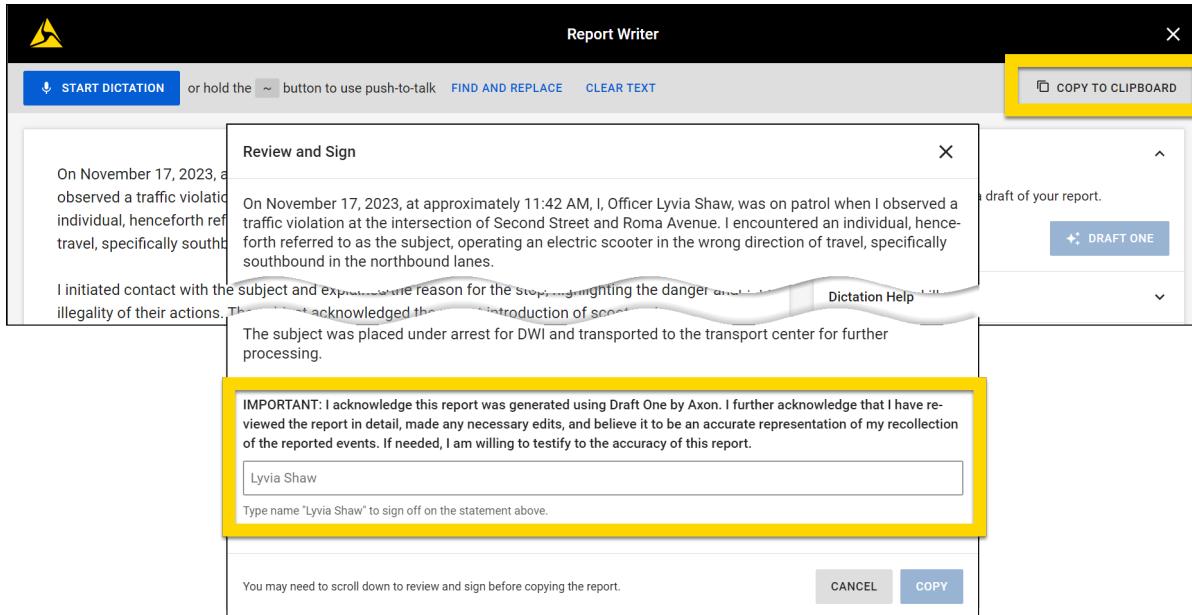
Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

When you are confident that the narrative is complete and accurate, you can copy it into your incident report by selecting **Copy to Clipboard**.

When copying the narrative, you will be asked to review the draft once more. After reviewing, you must type your name in a box that appears below an acknowledgements statement. The text of this statement is [configurable](#) and may differ among organizations.

I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.

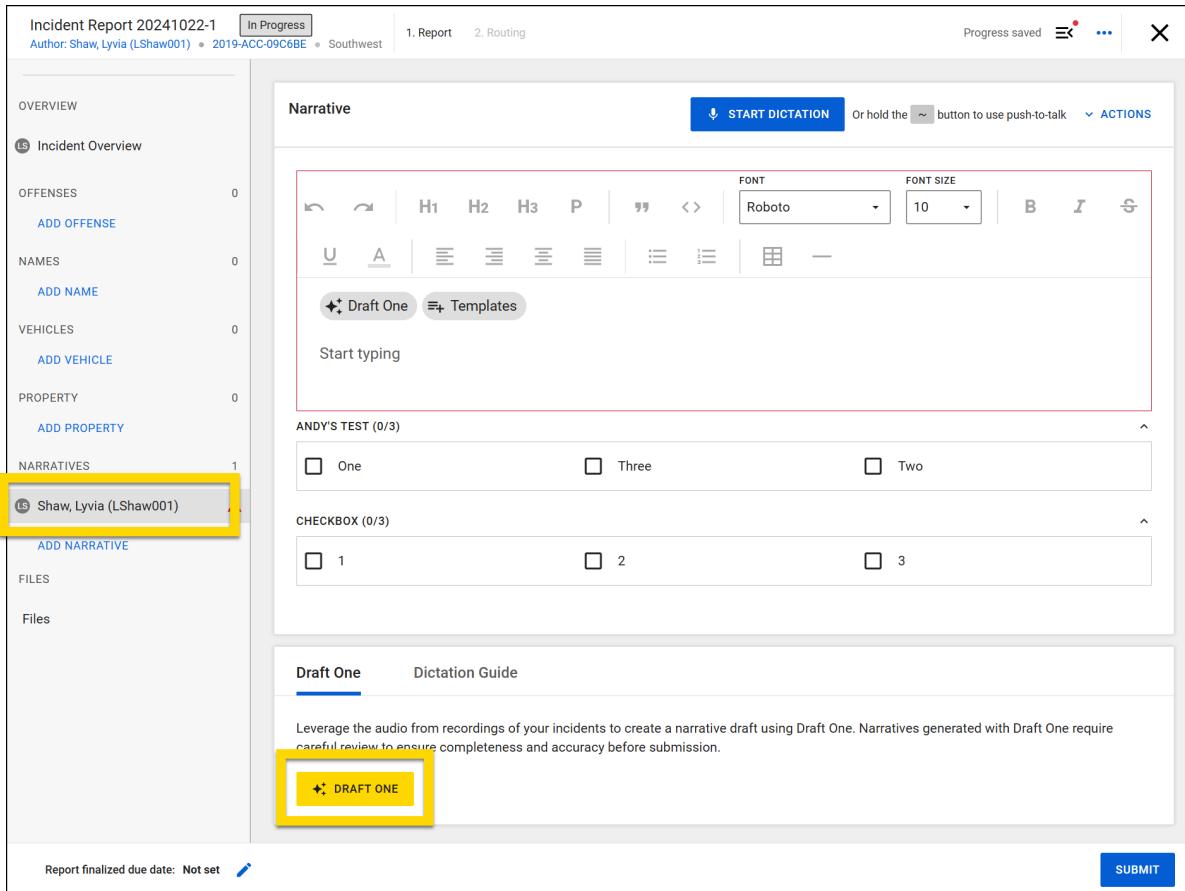
After selecting **Copy**, you can paste the narrative into your report.



Generate a narrative draft with Draft One in Axon Records

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

To generate a draft narrative, first open the report in Axon Records or Standards and select the narrative section. Select **Draft One**.

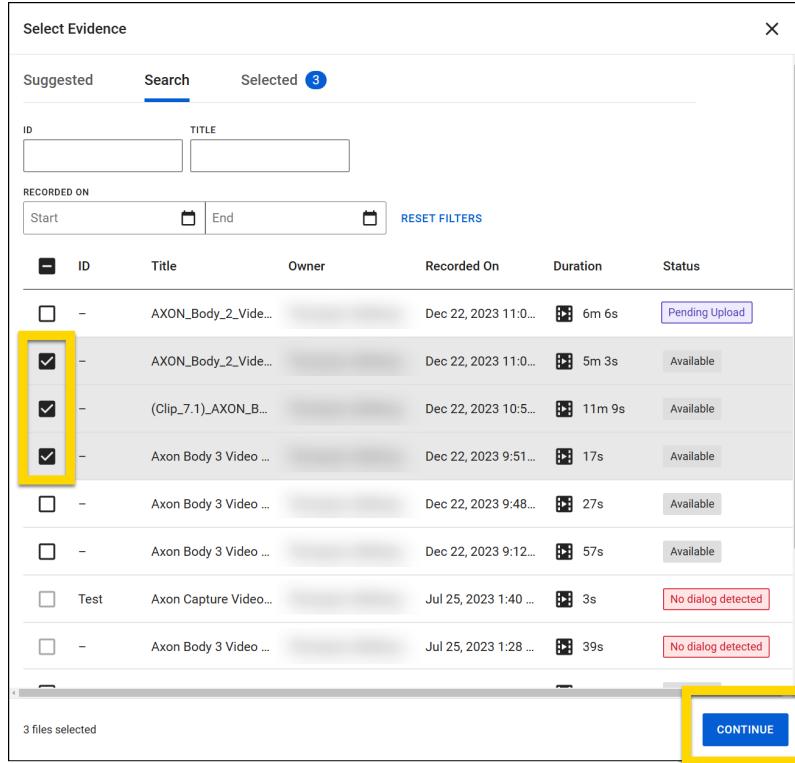


The screenshot shows the Axon Records interface for an incident report. The left sidebar lists sections like Overview, Offenses, Names, Vehicles, Property, and Narratives. The 'NARRATIVES' section is highlighted with a yellow box and contains a list of selected items, including 'Shaw, Lyvia (LShaw001)'. The main content area is titled 'Narrative' and features a 'START DICTATION' button. Below it is a rich text editor toolbar with font and size options set to 'Roboto' and '10'. A red box highlights the 'DRAFT ONE' tab in the navigation bar. The 'DRAFT ONE' tab is active, showing a text area with 'Start typing' and a 'DRAFT ONE' button. Other tabs include 'Dictation Guide' and 'Leverage the audio from recordings of your incidents to create a narrative draft using Draft One. Narratives generated with Draft One require careful review to ensure completeness and accuracy before submission.' At the bottom, there is a 'SUBMIT' button.

When Draft One opens, follow these steps to generate a draft narrative:

1. Choose one or more pieces of evidence to use as the basis of the draft narrative.
 - Only items marked as *Available* in the **Status** column can be used.
 - You can switch between the two tabs to find the right piece of evidence:
 - **Suggested:** Contains all evidence you have recorded and uploaded in the past 24 hours.
 - **Search:** Lets you search for a specific piece of evidence
 - **Selected:** Selected items appear on this tab for easy review

2. Select **Continue** after choosing one or more pieces of evidence.



- Provide information about the type of incident, including Incident type, charge severity, and whether or not an arrest was made.
- Select a draft length.
 - If the transcripts from the selected evidence items are brief, messages indicate which draft length options are most appropriate.
 - Length options include:
 - Short:** Around 200 words
 - Standard:** 300-500 words
 - More Detail:** 600-800 words

5. Select **Generate Draft**.

Draft Characteristics

1. Which incident type most closely matches the incident you're generating a narrative for?*

<input type="checkbox"/> Criminal Damage and Arson	<input type="checkbox"/> Drug Offences	<input type="checkbox"/> Fraud Offences
<input type="checkbox"/> Robbery	<input type="checkbox"/> Summary Non-motoring	<input type="checkbox"/> Miscellaneous Crimes Against Society
<input type="checkbox"/> Theft Offences	<input type="checkbox"/> Public Order Offences	<input type="checkbox"/> Sexual Offences
<input type="checkbox"/> Summary Motoring	<input type="checkbox"/> Violence Against the Person	<input type="checkbox"/> Possession of Weapons

2. What is the charge severity of this incident?*

<input type="checkbox"/> No Charge	<input type="checkbox"/> Summary Only Offence	<input type="checkbox"/> Either-way Offence
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3. Was an arrest made?*

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

4. How long would you like the draft to be?* ⚠ Due to the length of the transcript(s), a "short" draft is recommended.

<input checked="" type="radio"/> Short Around 200 words	<input type="radio"/> Standard ⚠ 300-500 words	<input type="radio"/> More Detail ⚠ 600-800 words
--	--	---

Word counts are approximate and may vary based on selected content.

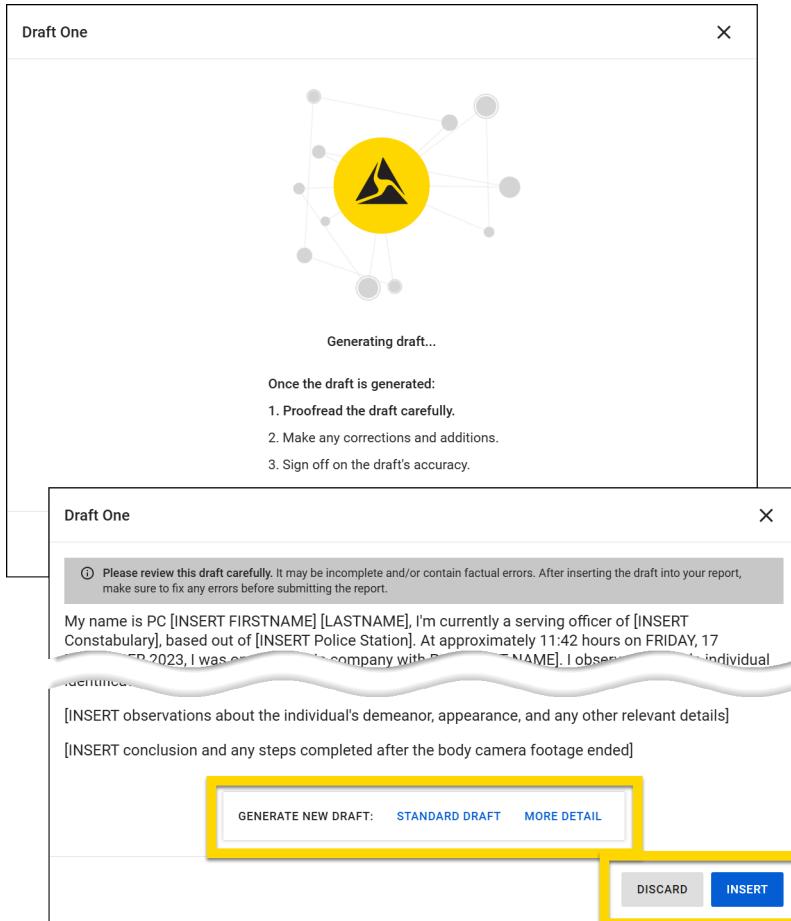
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7. When the draft is complete, review it.

- If the draft doesn't contain enough detail, select a new length option (Standard Draft or More Detail) to generate a longer version. To ensure best quality, follow the draft length recommendations from the previous screen.
- The rank that appears beside your name is auto-inserted based on the rank assigned to you in [Agency Settings](#).

8. If you believe the draft is a good starting point for your final narrative, select **Insert**. Select **Discard** if you believe it would take you longer to revise the draft as opposed to writing the narrative yourself.



After inserting your draft narrative, you can [review and revise](#) it before [submitting](#) the report for supervisor review.

WARNING Due to processing limitations, Draft One can only be used once per report. If you insert a generated draft and later decide to remove it, you will not be able to use Draft One to generate a new draft.

If you discard a draft, a survey will appear asking you to give a bit of information about why you decided not to use the draft. If you have time, please take a moment to complete this quick survey. Your feedback will help Axon continue to improve Draft One.

Draft Quality Feedback X

Why did you discard the draft?

Poor formatting Just testing
 Irrelevant details False statements
 Incorrect timeline Subjective/vague word choice
 Not enough details Other

Question 1 of 1 CANCEL SUBMIT

Review and revise drafts generated by Draft One

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Update the [INSERT] statements

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On November 17, 2023, at approximately 11:42 AM, I, Officer Lyyia Shaw, observed an individual operating an electric scooter in the wrong direction on a one-way street at the intersection of Second Street and Roma Avenue. The individual, later identified as [INSERT suspect's name], was traveling southbound in the northbound lanes. [INSERT observations justifying the traffic stop].

If you try to submit a report that still contains an [INSERT] statement, you will receive an error message.

Remove obvious errors

Some organizations have [configured](#) Draft One to introduce obvious errors. These errors appear in the narrative after you select **Insert** to add the narrative to the report. (They do not appear on the "preview" screen that is displayed immediately after Draft One has finished generating the draft.) Read the draft carefully to remove these errors. The draft narrative can't be copied or the report submitted if any of these obvious errors are present.

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During our interaction, I observed another scooter user correctly using the sidewalk and traveling in the correct direction, which I pointed out to the individual. She apologized and acknowledged the potential danger of her actions. [INSERT observations of traffic conditions or potential hazards]

A spell book was found at the scene, its pages fluttering open to a spell that turns metal to cheese.

I conducted a field sobriety test after detecting the smell of alcohol and observing signs of intoxication. The individual admitted to consuming two beers at Marble Brewery within the last four hours. [INSERT observations during the field sobriety test].

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Some organizations have a recommended minimum change requirement, but do not require their users to make those changes. Instead, a popup window will appear explaining the recommended change amount but still allow you to submit the report.

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Save your work

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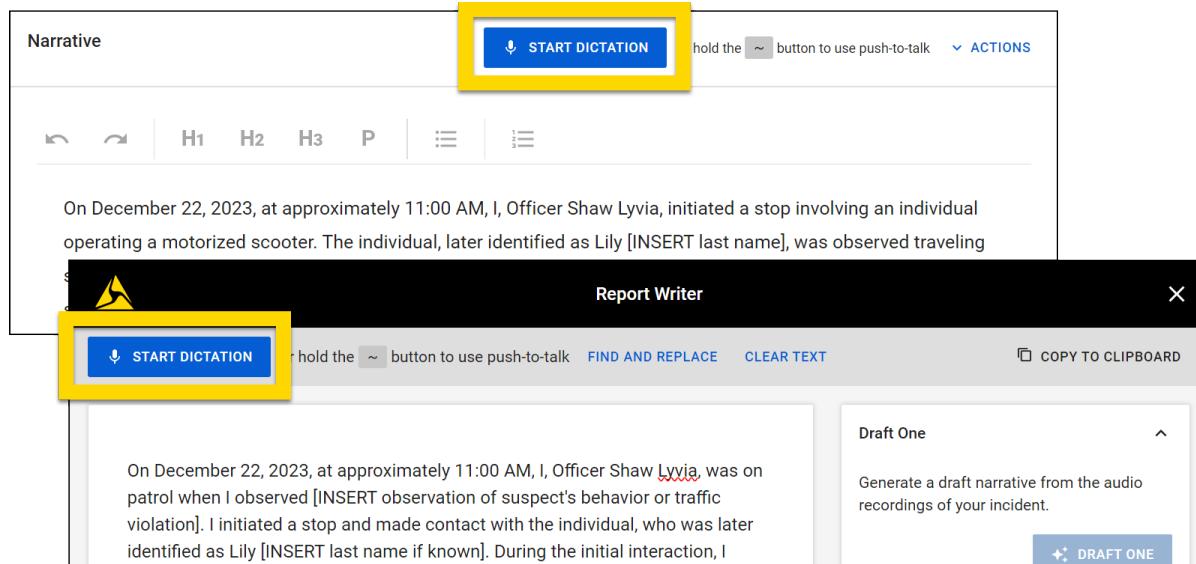
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Use Dictation

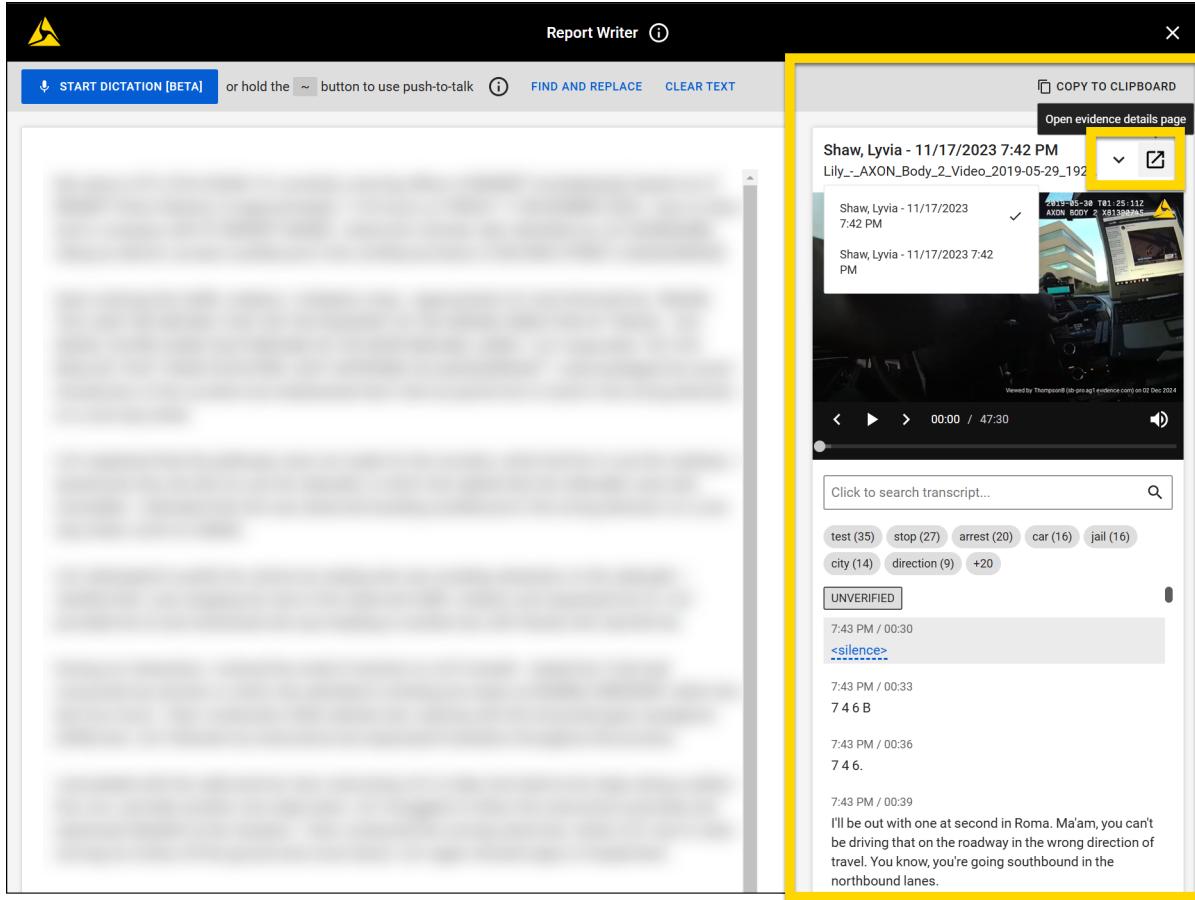
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evidence details page in a new tab. If you selected multiple evidence items, use the arrow to switch between items.



Submit reports with Draft One narratives for supervisor review

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

When submitting the report, you will be asked to review the draft narrative once more. After reviewing, you must type your name in a box that appears below an acknowledgements statement. The text of this statement is [configurable](#) and may differ among organizations.

I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits,

and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.

The screenshot shows the Draft One desktop application interface. On the left, a sidebar lists report sections: Overview (1), Offenses (0), Names (3), Vehicles (0), Property (0), Narratives (1). The 'Narratives' section is expanded, showing a single entry: 'Shaw, Lyvia (LShaw001) On November 17, 2023, at approximately...'. Below this is an 'ADD NARRATIVE' button. The main content area is titled 'Narrative' with a 'START DICTATION' button and a note to use the push-to-talk feature. The narrative text reads: 'On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, was on patrol in the area of Second Street and Roma Avenue. I observed an individual, later identified as , operating an electric scooter in the wrong direction of travel, specifically going southbound in the northbound lanes. .'. Below this, another section of text reads: 'I initiated a traffic stop and made contact with the individual. I informed her that she could not drive the scooter in the wrong direction on a one-way street. The individual acknowledged the presence of the scooters in Albuquerque but expressed confusion about the roadways not being made for these scooters.' A third section of text reads: 'During our interaction, I asked the individual why she did not use the sidewalk instead of the roadway. She [text cut off] pathway to go on. out to the [text cut off]'. A 'Review and Sign' dialog box is overlaid on the bottom right. It contains the same narrative text. Below it is a yellow-highlighted box containing the statement: 'IMPORTANT: I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.' A text input field shows 'Lyvia Shaw' and a note below it says 'Type name "Lyvia Shaw" to sign off on the statement above.' At the bottom of the dialog, a note says 'You may need to scroll down to review and sign before submitting the report.' with 'CANCEL' and 'SUBMIT' buttons.

NOTE If Draft One is used to generate a narrative in a report, the report cannot be submitted using the [mobile Axon app](#). Instead, it can only be submitted using the full desktop application.

If you discard a draft, a survey will appear asking you to give a bit of information about why you decided not to use the draft. If you have time, please take a moment to complete this quick survey. Your feedback will help Axon continue to improve Draft One.

Draft Quality Feedback X

Why did you discard the draft?

Poor formatting Just testing

Irrelevant details False statements

Incorrect timeline Subjective/vague word choice

Not enough details Other

Question 1 of 1 CANCEL SUBMIT

Draft One Administration

Setting up Draft One to be used by your officers involves several steps:

- [Configure Draft One Settings](#)
- [Assign permissions](#) (for using Draft One in Axon Evidence with a 3rd-party RMS)
- [Assign privileges](#) (for using Draft One from Axon Records and Standards)

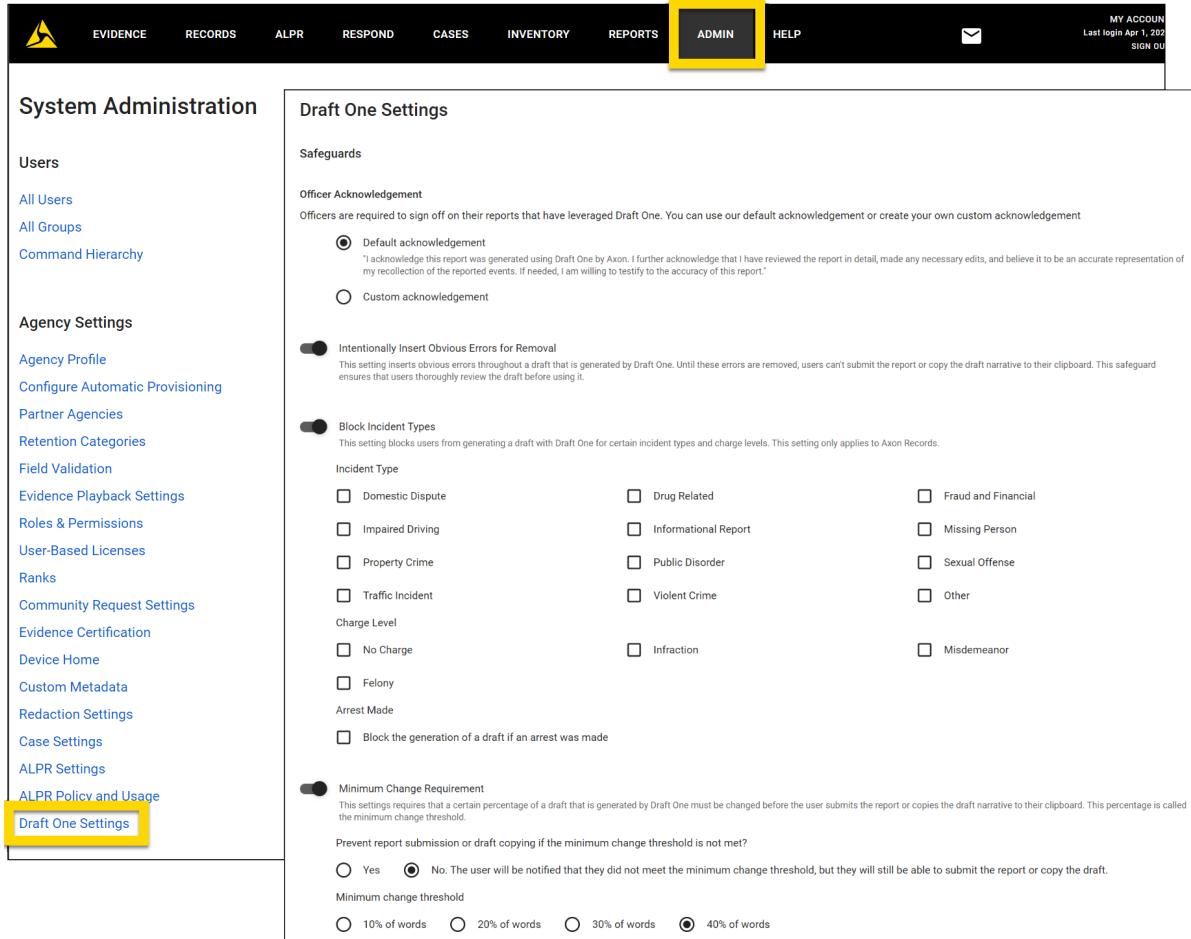
Once Draft One is enabled, you can see when it has been used by [generating an audit trail](#) (Axon Evidence) or [audit log](#) (Axon Records/Standards).

Draft One Settings

Draft One has the following settings you can configure to ensure it is used responsibly by your organization's users:

- [Officer acknowledgement](#)
- [Obvious errors](#)
- [Block incident types](#)
- [Minimum change requirement](#)
- [Formatting](#)

To configure these settings, log in to Axon Evidence, select **Admin**, and open the Draft One Settings page, which can be found in the **Agency Settings** section. Changes made to these settings are logged in the [audit trail](#).



System Administration

Draft One Settings

Safeguards

Officer Acknowledgement

Officers are required to sign off on their reports that have leveraged Draft One. You can use our default acknowledgement or create your own custom acknowledgement

Default acknowledgement
"I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report."

Custom acknowledgement

Intentionally Insert Obvious Errors for Removal
This setting inserts obvious errors throughout a draft that is generated by Draft One. Until these errors are removed, users can't submit the report or copy the draft narrative to their clipboard. This safeguard ensures that users thoroughly review the draft before using it.

Block Incident Types
This setting blocks users from generating a draft with Draft One for certain incident types and charge levels. This setting only applies to Axon Records.

Incident Type

<input type="checkbox"/> Domestic Dispute	<input type="checkbox"/> Drug Related	<input type="checkbox"/> Fraud and Financial
<input type="checkbox"/> Impaired Driving	<input type="checkbox"/> Informational Report	<input type="checkbox"/> Missing Person
<input type="checkbox"/> Property Crime	<input type="checkbox"/> Public Disorder	<input type="checkbox"/> Sexual Offense
<input type="checkbox"/> Traffic Incident	<input type="checkbox"/> Violent Crime	<input type="checkbox"/> Other

Charge Level

<input type="checkbox"/> No Charge	<input type="checkbox"/> Infraction	<input type="checkbox"/> Misdemeanor
<input type="checkbox"/> Felony		

Arrest Made

Block the generation of a draft if an arrest was made

Minimum Change Requirement
This setting requires that a certain percentage of a draft that is generated by Draft One must be changed before the user submits the report or copies the draft narrative to their clipboard. This percentage is called the minimum change threshold.

Prevent report submission or draft copying if the minimum change threshold is not met?

Yes No. The user will be notified that they did not meet the minimum change threshold, but they will still be able to submit the report or copy the draft.

Minimum change threshold

10% of words 20% of words 30% of words 40% of words

TIP Users who have the **Edit Agency Settings** permission will see the [Draft One Settings page](#) even if they do not have the **Use Draft One** permission.

Officer acknowledgement

Before [copying](#) a draft narrative generated by Draft One from Axon Evidence or before [submitting](#) a report containing a draft narrative generated by Draft One in Axon Records or Standards, users must type their name below an Acknowledgement statement.

The **Officer Acknowledgement** section on the Draft One Settings page lets you choose whether to use the default acknowledgement statement or create a custom one.

Officer Acknowledgement

Officers are required to sign off on their reports that have leveraged Draft One. You can use our default acknowledgement or create your own custom acknowledgement

Default acknowledgement

"I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report."

Custom acknowledgement

Obvious errors

To ensure that users carefully read drafts that are generated with Draft One, you can enable the **Intentionally Insert Obvious Errors for Removal** setting. This setting inserts obvious errors throughout a draft that is generated by Draft One. Until these errors are removed, users can't submit the report or copy the draft narrative to their clipboard.

Examples of these obvious errors include:

- The international spy network was revealed to be a group of highly trained squirrels.
- The convicted criminal's sentence was to walk the plank in a community pool.
- It was unanimously decided that rock-paper-scissors would determine the suspect's fate.
- The criminal's hideout was inside a painting, accessed via a secret word.



Intentionally Insert Obvious Errors for Removal

This setting inserts obvious errors throughout a draft that is generated by Draft One. Until these errors are removed, users can't submit the report or copy the draft narrative to their clipboard. This safeguard ensures that users thoroughly review the draft before using it.

Block incident types

The **Block Incident Types** setting lets you prevent users from generating draft narratives with Draft One based on certain incident types and charge level.

Use the checkboxes to disable the use of Draft One in the following scenarios:

- Incident type
 - Domestic Dispute
 - Drug Related
 - Fraud and Financial
 - Impaired Driving

- Informational Report
- Missing Person
- Property Crime
- Public Disorder
- Sexual Offense
- Traffic Incident
- Violent Crime
- Other

- Charge Level
 - No Charge
 - Infraction
 - Misdemeanor
 - Felony
- If an arrest was made

By default, Draft One is disabled in the following scenarios, although it can be enabled if desired by your organization:

- Charge Level: Felony
- An arrest was made

Block Incident Types
This setting blocks users from generating a draft with Draft One for certain incident types and charge levels.

Incident Type

<input type="checkbox"/> Domestic Dispute	<input type="checkbox"/> Drug Related	<input type="checkbox"/> Fraud and Financial
<input type="checkbox"/> Impaired Driving	<input type="checkbox"/> Informational Report	<input type="checkbox"/> Missing Person
<input type="checkbox"/> Property Crime	<input type="checkbox"/> Public Disorder	<input type="checkbox"/> Sexual Offense
<input type="checkbox"/> Traffic Incident	<input type="checkbox"/> Violent Crime	<input type="checkbox"/> Other

Charge Level

<input type="checkbox"/> No Charge	<input type="checkbox"/> Infraction	<input type="checkbox"/> Misdemeanor
<input type="checkbox"/> Felony		

Arrest Made

Block the generation of a draft if an arrest was made

Minimum change requirement

This setting requires that a certain percentage of a draft that is generated by Draft One must be changed before the user submits the report or copies the draft narrative to their clipboard. This percentage is called the minimum change threshold.

When this setting is enabled, you can choose to either prevent users from submitting reports / copying draft narratives or notify them that they didn't meet the recommended change threshold but still allow them to submit the report / copy the draft.

The available change thresholds include:

- 10% of words
- 20% of words
- 30% of words
- 40% of words

The following principles are used when the system calculates what is and is not a "change":

- If words are not changed but moved around, this DOES count as a change.
- If words are removed, this DOES count as a change.
- If the [obvious errors setting](#) is enabled and users remove obvious errors, this does NOT count as a change.
- [INSERT statements](#)
 - Removing the original INSERT statement text does NOT count as a change.
 - Adding new text to replace the original INSERT statement DOES count as a change.

Minimum Change Requirement
 This setting requires that a certain percentage of a draft that is generated by Draft One must be changed before the user submits the report or copies the draft narrative to their clipboard. This percentage is called the minimum change threshold.

Prevent report submission or draft copying if the minimum change threshold is not met?

Yes

No. The user will be notified that they did not meet the minimum change threshold, but they will still be able to submit the report or copy the draft.

Minimum change threshold

10% of words 20% of words 30% of words 40% of words

Formatting

Turn on the **Header** and **Footer** settings to write text that is automatically inserted at the beginning and end of draft narratives that were generated by Draft One.

If you enable the **Footer** setting, you can choose between creating a custom footer or using the default [Acknowledgement statement](#).

NOTE The **Default footer** option inserts the default Acknowledgement statement, not a custom statement you may have created for your organization.

Although users can delete this content before copying the draft or submitting the report, the [audit trail](#) will still indicate whether Draft One was used for a given report and evidence item.

Formatting

Draft Header

Customizable header to be added to the beginning of every draft.

Draft Footer

Customizable footer to be added to the end of every draft.

Default footer

"I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report."

Custom footer

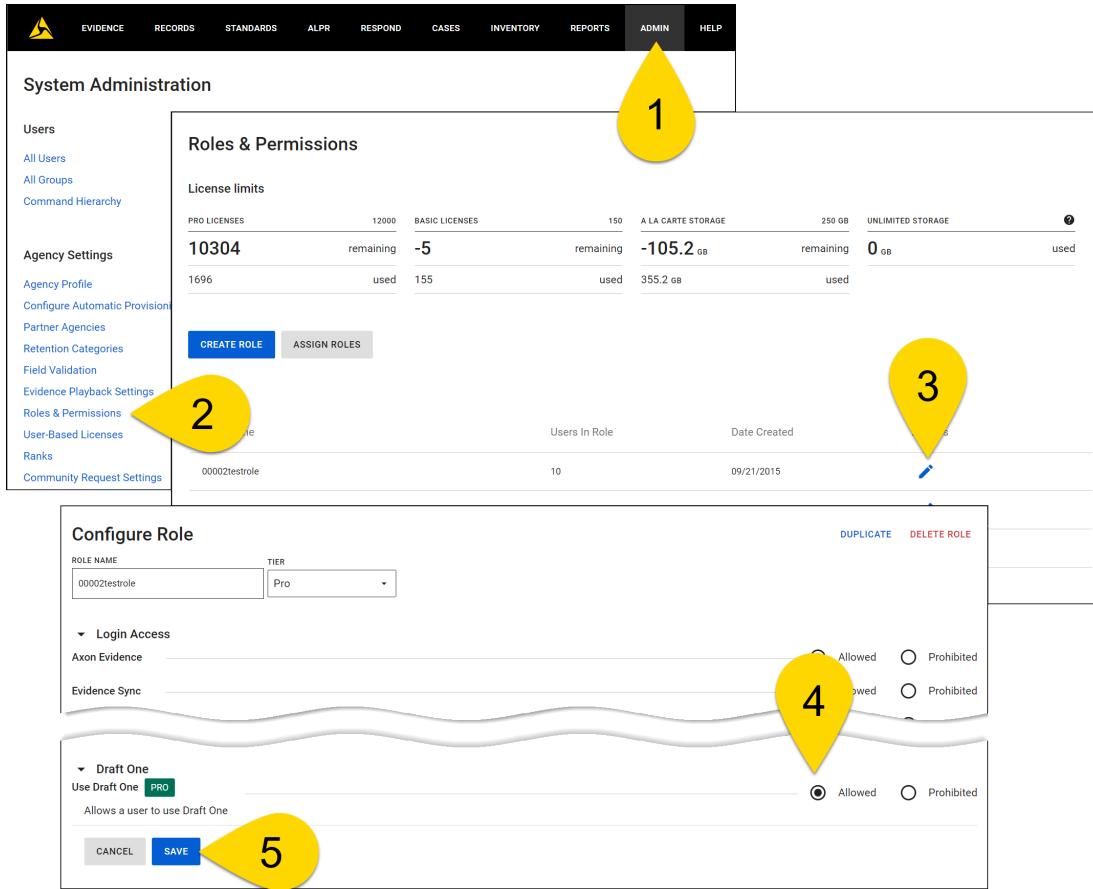
Type your custom footer here

Assign permissions

Permissions control whether a user can generate draft narratives with **Draft One** from the **Report Writer** section of Axon Evidence. To assign this permission:

1. Log in to Axon Evidence and select **Admin** from the top menu.
2. In the **Agency Settings** section, select **Roles & Permissions**.
3. Select the pencil icon on the role that needs to be able to use Draft One.
4. Scroll down to the **Draft One** section and select **Allowed** beside the **Use Draft One** permission.

5. Select **Save**.



TIP Users who have the **Edit Agency Settings** permission will see the [Draft One Settings page](#) even if they do not have the **Use Draft One** permission.

Assign privileges

A privilege controls whether a user can use **Draft One** to generate draft narratives when they are writing reports. To assign this privilege:

1. Open the Administrator Console and select **Command Hierarchy & Teams**.
2. Open whichever Command Hierarchy group or team needs the privilege.
3. Switch to the **Privilege View** tab.
4. Enter "narrative" in the search bar or scroll down to the **Reports** section.
5. Expand the **Reports - write** category.

6. Select the **Allow** option for the **Generate draft narratives using the AI-powered Draft One** privilege.

View the audit trail in Axon Evidence

There are several different entries that appear in the Axon Evidence User and Evidence audit trails in relation to Draft One.

- **Draft One request received:** Occurs when a user generates a draft narrative from either [Axon Evidence](#) or [Axon Records](#)
 - The audit trail includes the type of incident, level of charges, and if an arrest was made. This lets you see if a user requests a Draft One generation, is blocked by the organizations' [incident type safeguard configuration](#), and then changes the incident type information to be able to generate a draft.
- **Signed for a Draft One liability disclosure:** Occurs when a user generates a draft narrative then enters their name below the acknowledgement statement before [copying](#) the draft or [submitting](#) their report for supervisor review
 - The audit trail includes the full text of the acknowledgement statement.

- **Changed Draft One Settings:** Occurs when a user updates any of the settings on the [Draft One Settings](#) page.
 - The entry indicates which settings were updated and only appears in the User audit trail.

These entries include the name of the user who created the draft, their IP Address, and the Evidence ID(s) that were used during the draft generation.

These entries appear in both the User and Evidence audit trails.

For more information about viewing audit trails in Axon Evidence, see:

- [Viewing a user audit trail](#)
- [Viewing the evidence audit trail](#)

View the audit log in Axon Records

There are several different entries that appear in the Axon Records/Standards user and report audit logs in relation to Draft One.

- **User requested a Draft One draft for Document ID:** Occurs when a user [generates](#) a draft narrative
 - The audit log includes the type of incident, level of charges, and if an arrest was made. This lets you see if a user requests a Draft One generation, is blocked by the organizations' [incident type safeguard configuration](#), and then changes the incident type information to be able to generate a draft.
- **User signed the Draft One liability disclosure for Document ID:** Occurs when a user generates a draft narrative then enters their name below the acknowledgement statement before [copying](#) the draft or [submitting](#) their report for supervisor review
 - The full text of the acknowledgement statement appears in the log.

For more information about viewing audit logs in Axon Records and Standards, see [Audit Log Tool](#).