

## BWC Categorization: Smartphone

Dock your BWC to upload video

Access your BWC video via your Department Smartphone using the “Axon View” app and logging in using your Windows user name and password

Select the video you wish to categorize

Tap the “CATEGORIES” tab, expand the list and select the primary category (first five numbered categories) that best describes the event captured on video

1. Arrest
2. Homicide
3. Summons
4. Investigative Encounter
5. Uncategorized

Select any other primary categories that apply

Select all secondary categories that apply (e.g. “Car Stop”, “Crime in Progress”, etc.)

Tap “CONTINUE” to save and return to the BWC video main screen

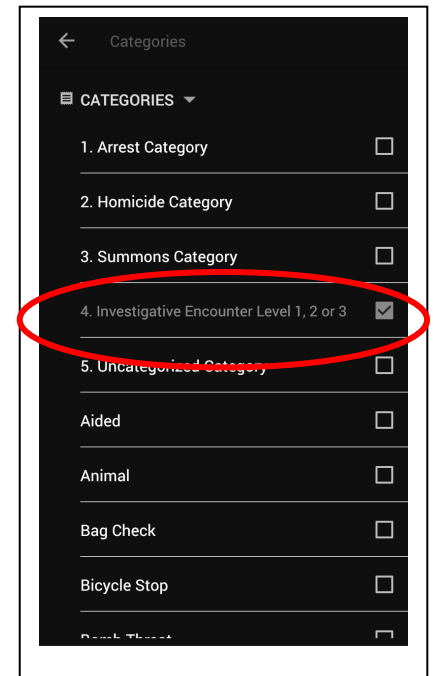
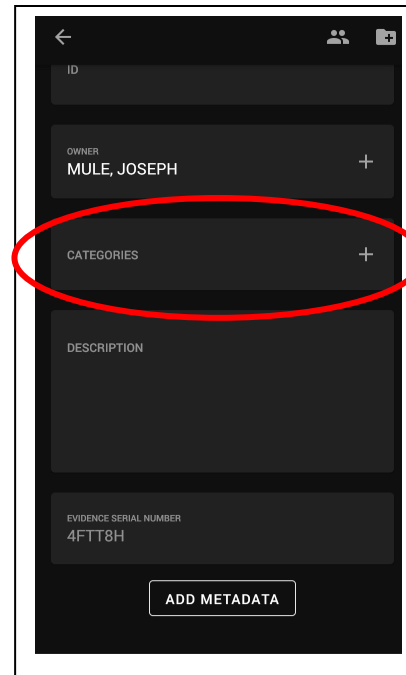
**New:** All levels of Investigative Encounters must be categorized (except for routine aided cases, missing persons, vehicle collisions and reports of past crimes)

The graphics on the right will walk you through the process for categorizing Investigative Encounters

Categorize your videos by the end of your next scheduled tour

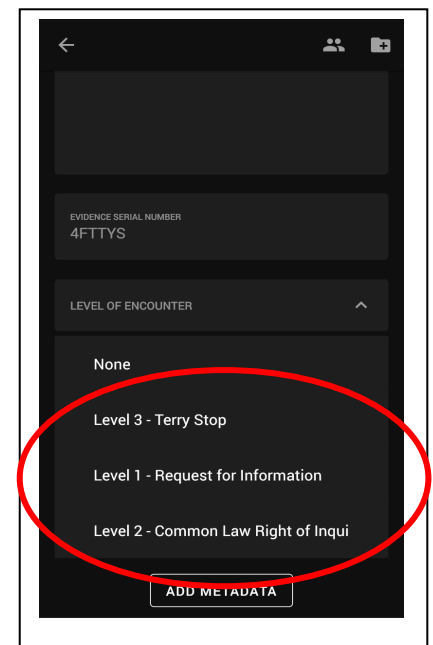
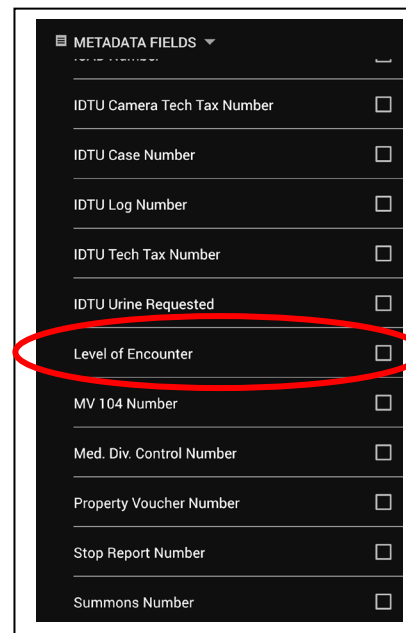
### Step 1

- Select a video to categorize
- Tap on “CATEGORIES” tab
- Select “4. Investigative Encounter” from dropdown
- Tap “CONTINUE” to save and return to main screen



### Step 2

- Tap “ADD METADATA”
- Expand dropdown list
- Select “Level of Encounter”
- Tap “CONTINUE”
- Tap the “LEVEL OF ENCOUNTER” tab that now appears (far right)
- Tap the highest level of encounter achieved



## BWC Categorization

**Quick Tip:** Almost every interaction you have will, at a minimum, be a level 1 encounter and must now be recorded and categorized – anytime you are seeking information about an incident or call (e.g. Are you okay? Did you call the police? Did you see what happened? Etc.)

**Quick Tip:** The category “Uncategorized” should rarely be used. There are only two common scenarios when “Uncategorized” would be appropriate. First, if you respond to a call but never interact with a civilian (e.g. jobs result in 10-90X, 10-90Z). Second, anytime you observe someone commit a traffic infraction or violation (probable cause) but ultimately decide to exercise discretion and not take enforcement action.

Adding report numbers – Tap “Add Metadata”

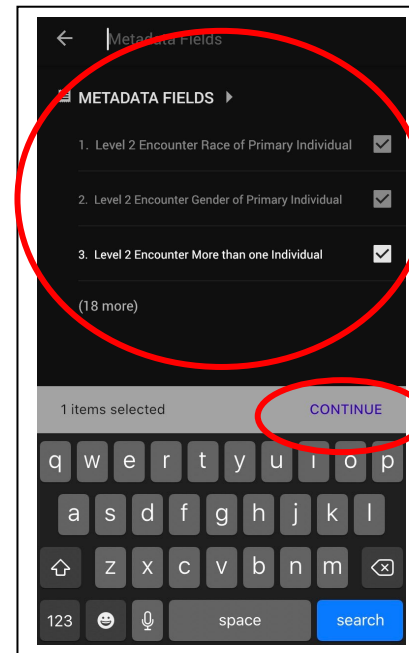
1. Expand the list
2. Select the report type
3. Tap “CONTINUE”
4. Enter the number in the field with the caption you selected
5. Tap “done”
6. Repeat as necessary

Arrests – enter complete arrest number, beginning with the borough letter designation, in the “ID” field

Level 3 encounters/*Terry* stops – enter the SR number in the “ID” field (if also an arrest, enter the SR number in the “ADD METADATA” section)

### Step 3

- Complete for level 2 encounters only
- Tap “ADD METADATA”
- Select the three level 2 questions that appear
- Tap “CONTINUE”



### Step 4

- Three “LEVEL 2” tabs will now appear
- Tap to open and select the appropriate response from the choices given (ex. far right)
- Repeat for each of the three tabs
- When done, tap the return arrow (top left) to bring you back to the evidence search page

