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FRANKLIN COUNTY PROSECUTING ATTORNEY

Franklin County Prosecutor's Office Implementing Evidence.com

The Franklin County Prosecutor's Office (FCPO) is storing body/cruiser camera and any other submitted digital evidence in Axon – Evidence.com. Please see the sections below for how this change will impact your department.

My department is using Axon Cameras/Evidence.com

Have your department's Evidence.com administrator contact [IT at FCPO](#) to configure Partner Sharing between our organizations.

- Search for an existing **case** or create a **case** in Evidence.com using your agency's incident report number as the Case ID. Incident number should match your Matrix submission incident number.
- Use the Description box to include Def name, Charge and submitting officer name.
- Upload any digital evidence related to case.
- Organize evidence in folders using the types listed on the [submission form](#) (e.g. Audio, Interviews, BWC, etc.)
- Share a Copy of Case from the Case Summary screen in Evidence.com.
 1. Click "External Sharing" (right side of page)
 2. Click "NEW SHARE" (blue button, right side of page), **ONLY USE "Share a copy of case"**

Select a sharing method

Share partner access Share a copy of case Share a download link

A copy of the case will be sent to the users or groups you select at a partner force.

Learn more about what's included in the share when [sharing cases outside your agency](#)

Select Recipient

PARTNER AGENCY

- a. If a Case Share already exists and additional data needs sent, click 3 dot menu on the case share (far right side)
 - b. Choose Update Shared Evidence, select desired files, click "Update Case Share" at bottom right
3. Select Franklin County (OH) Prosecuting Attorney's in the "PARTNER AGENCY" dropdown box.

4. Under Evidence sharing options, Share all evidence in the case

**Intake is processing incoming evidence, any prosecutor can access the case.*

**If any of the options above are not available under your evidence.com login please contact your evidence.com administrator*

- Only Submit evidence via copy of case (no partner access or download links).
- Only send case shares to Intake, GJ
- **Any Evidence.com case share needs to be accompanied by a submission to Matrix including the [Submission Form](#) that cross references what was shared via Evidence.com.**
 - This should be with your initial submission, or if sharing digital evidence after initial submission, a resubmission that includes the form.

My Department Uses Other Digital Evidence Management/Delivery

Send any links/shares of digital evidence electronically via email to GrandJuryUnit@franklincountyohio.gov

- Include Def name, Incident Report Number, Charge and submitting officer name, if possible, in email notice.
- If your evidence management system allows you to name files and organize into folders then organize evidence in folders using the types listed on the attached submission form (e.g. Audio, Interviews, BWC, etc.)
- **Any digital evidence sent needs to be accompanied by a submission to Matrix including the Submission Form that cross references what was shared.**
 - This should be with your initial submission, or if sharing digital evidence after initial submission, a resubmission that includes the form.

In Person Drop Off Instructions

- Drop off physically to 373 South High Street, 14th floor - Attn: Investigators
- Include Def name, Incident Report Number, Charge and submitting officer name, if possible.
- Organize digital evidence in folders using the types listed on the attached submission form (e.g. Audio, Interviews, BWC, etc.)
- **Any digital evidence physically dropped off to the FCPO needs to be accompanied by a submission to Matrix including the Submission Form that cross references what was delivered.**
 - This should be with your initial submission, or if sharing digital evidence after initial submission, a resubmission that includes the form.