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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.

- Create a case in Evidence.com and use your agency's incident report number as the Case ID.
- Upload any digital evidence related to case.
- Organize evidence in folders using the types listed on the attached submission form (e.g. Audio, Interviews, BWC, etc.)
- Use Case Sharing from the Case Summary screen in Evidence.com.
 1. Click "MANAGE SHARES: Outside My Agency" (right side of page)
 2. Click "+ NEW SHARE" (blue button, right side of page) **DO NOT select "Send Download Link"**
 3. Select Franklin County (OH) Prosecuting Attorney's in the "PARTNER AGENCY" dropdown box.
 4. Select GrandJury-Intake in the User or Group dropdown box.
 5. In the message box please include Def name, Charge and submitting officer name.

**If any of the options above are not available under your evidence.com login please contact your evidence.com administrator*
- Only Submit evidence via case share.
- Only send case shares to GrandJury-Intake group
- Incident number should match your Matrix submission incident number.
- **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.