



Colorado Springs Police Department

General Order

1904 Use of Specialized Axon Systems

Section 1900 – Operational Technology Systems

Effective Date: 2/21/2025

Supersedes Date: 1/2/2025

.01 Purpose

The purpose of this directive is to define and outline guidelines for the use of specialized Axon systems by the Colorado Springs Police Department.

.02 Cross-Reference

[GO 1070 Offense Reports](#)

[GO 1903 Body Worn Camera & Digital Evidence](#)

[DL-1903-01 Body Worn Camera Use](#)

City Administrative Regulation 2024-06: Generative Artificial Intelligence

.03 Definitions

Artificial Intelligence: The application of computer technology to perform tasks commonly associated with human beings, such as image recognition, language processing and translation, document preparation, and visual perception and development.

Authorized Artificial Intelligence or Machine Learning System: Any system of artificial intelligence or machine learning the department and City IT have explicitly authorized for use by employees.

Axon Auto-Transcribe: A service within the Axon ecosystem that transcribes audio recordings from body camera footage, interviews, and other digital evidence. The service is automated for any digital evidence produced from an Axon device and is available by request for any other digital evidence.

Axon Draft One: An artificial intelligence and machine learning system within the department's Axon body worn camera and digital evidence system. The system takes audio inputs from body worn camera videos, interview videos, and other recordings and digital evidence to produce a draft summary narrative.

Formal Axon Draft One Training: A department-approved course on the use of Axon Draft One, taught by members of the Technology Team or any other trainer authorized by the Management Services Division Commander. The training course will be standardized, cover relevant technical/policy/legal/ethical usage considerations, and will be recorded in an official department training record of the trained employee (e.g., Academy training records, Neogov).

Generative Artificial Intelligence (GenAI): A type of artificial intelligence technology that broadly describes machine learning systems capable of generating new text, images, code, or other types of content, often in response to a prompt entered by a user.

Machine Learning: A subset of artificial intelligence focused on development of computer technology to perform tasks without explicit instructions. Machine learning focuses on the use of algorithms, statistical modeling, and data to identify patterns and make reasonable inferences based on inputs from a user.

.04 Discussion

Artificial intelligence and machine learning are rapidly advancing technology tools with the capacity to increase efficiency in law enforcement and government operations. As with any technology system, effective governance is key to ensuring appropriate use.

Artificial intelligence and/or machine learning systems authorized for use by employees are intended to aid in productivity and accuracy. They are not a substitute for human intelligence, judgment, experience, ethics, professionalism, or knowledge, and employees must remain mindful of these limitations.

.05 Policy

Department members who use artificial intelligence and/or machine learning systems will comply with all laws, regulations, ordinances, and City and department policies and procedures governing their use. Department members using these systems are responsible for ensuring appropriate security measures are undertaken.

Department members who use artificial intelligence and/or machine learning systems will ensure any work generated with their use is accurate, thorough, and of high quality.

Department members are prohibited from using any artificial intelligence or machine learning system that has not been authorized by the City of Colorado Springs Information Technology (IT) Department via the official cybersecurity review process.

.10 Axon Draft One

General Usage Requirements

All sworn department members, forensic interviewers, and crime lab personnel who have completed formal training on the use of the Axon Draft One program are authorized to use it for preparation of the following law enforcement documents:

- Case & traffic crash reports
- Case & traffic crash supplements
- Citations & citation affidavits
- Field Interview Reports

Use of Axon Draft One for the preparation of probable cause affidavits, search warrants, arrest warrants, and court orders is prohibited.

To prevent the reporting or submission of information a department member does not personally know, department members are only authorized to use Draft One on evidence in the department's digital evidence system which:

- They have personal knowledge of (e.g., a department member's own body camera video); or
- They have reviewed in its entirety (e.g., a 911 recording or interview recording they have listened to or watched).

Department members will place any items used to create content with Draft One into the department's digital evidence system with the appropriate case number and retention category.

Report Quality

Department members are solely responsible for the accuracy, quality, and content of the law enforcement documents they submit.

Artificial intelligence and machine learning tools cannot account for the decisions, environment, prompts, actions, and conclusions human beings make based on the circumstances humans observe and interpret. Additionally, Draft One generates narratives based only on audio inputs and not on video or other visual documentation. Therefore, department members using Draft One will ensure relevant personal observations, interpretations, and conclusions that led to decisions and actions by the employee are appropriately documented.

To ensure this occurs, users must complete the following actions before submitting a Draft One narrative. Certain functions must be completed in the Draft One environment, while others such as editing a report can be completed in another program such as Microsoft Word.

In Draft One

1. Select the 'Draft Characteristics' which include the incident type(s), charge severity, and whether an arrest was made; and
2. In 'Draft Characteristics' select the highest level of detail available for the draft narrative, unless the system recommends a lower level of detail due to recording length; and
3. Review and address any "INSERT" statements in the draft narrative; and
4. Complete and sign the standard acknowledgement regarding use of Draft One. The acknowledgement states the user has the responsibility to review the content in detail, make necessary edits, and ensure it is an accurate representation of the event being reported.

In Draft One or Any Text Editing Program

1. Review the entire content for accuracy, thoroughness, correct spelling and grammar, proper name/date of birth/address/date/time/location information, and quality; and
2. Insert any relevant observations or other information the Draft One system did not include and/or the user has knowledge of (e.g., what an officer experienced with their senses, follow-up, etc.); and
3. Edit/change the narrative as needed.

Once these actions are completed, the Draft One narrative may be submitted in the department's reporting program.

The following automated acknowledgement will be included at the beginning of any document generated by Draft One:

This document was generated with assistance from Draft One by Axon, an artificial intelligence tool. I have reviewed the document in detail, made any necessary edits, and believe it to be an accurate representation of the reported events.

.15 Axon Auto-Transcribe

General Usage Requirements

All department members who have completed formal training on the use of the Axon Auto-Transcribe transcription program are authorized to use it to generate transcriptions of audio recordings. These transcriptions may be used for administrative and criminal investigative purposes as reference material for the preparation of case reports, narratives, probable cause affidavits, search and arrest warrants, case summaries, and keyword searches.

Department members are not authorized to submit automated transcriptions in lieu of police reports or other official law enforcement documentation. The only exceptions to this are listed below.

Exceptions for Use for Official Law Enforcement Documentation Purposes

Personnel assigned to the Investigations Division, Metro Division, or Specialized Enforcement Division – Major Crash Team are authorized to use automated transcription in place of narrative case reports documenting interviews or contacts.

The use of automated transcription in these circumstances will adhere to the following guidelines:

- The transcription must be a complete record of the entire contact transcribed; and
- The original recording of the contact, regardless of format, must be submitted to and retained in the department's digital evidence system; and
- The submitting employee must have conducted a full review of the transcription before its submission; and
- The submitting employee must have edited the transcription to correct any inaccuracies, unclear statements, or errors; and
- The submitting employee must have changed all speaker identifications to the name of the person to whom a statement is attributed (e.g., 'Speaker 1' in the transcript is changed throughout to 'Officer Smith'); and
- The submitting employee must have verified the transcript in the digital evidence system.

Department members will include the following standard acknowledgement at the beginning of any document generated by the Axon Auto Transcription system:

This document was generated with assistance from Axon Auto-Transcribe, a tool that automatically generates audio transcripts. I have reviewed the document in detail, made any necessary edits, and believe it to be an accurate representation of the reported events.

Additionally, the digital evidence system automatically includes the evidence title, verifying department member, and date/time/length of the downloaded transcript. This information must be included in any transcript used for official law enforcement documentation purposes.

The complete transcription will be attached as a PDF or combined into the employee's report detailing their other investigative work (e.g., actions before and after the contact, actions during the contact not of an audible nature, the location and time of the contact, any investigative steps taken or evidence collected).

.20 Prohibited Use of Axon Systems for Administrative Purposes

Axon services and software are primarily for criminal investigative purposes.

Uploading and/or storing purely administrative recordings or documentation (e.g., personnel interviews of an employee, performance evaluation information, etc.) in the Axon system is prohibited.

Use of Draft One for administrative purposes (e.g., completing an employee evaluation, writing an administrative memorandum, conducting a personnel investigation, etc.) is prohibited.

.30 Systems Governance

The Management Services Division Commander will chair a working group comprised of patrol, investigative, and supervisory personnel that will review these specialized Axon systems in January and July of each year. The working group will assess training documentation, system enhancements, and law and policy updates, and recommend any required changes to ensure training, policy, and usage meet current requirements.