

MEDINA POLICE DEPARTMENT

BWC SUPPLEMENT

ORDER NO: 2019-045-A

SUBJECT: BWC Docking Download Procedure

THE DOCKING STATIONS WILL BE LOCATED IN INTERVIEW ROOM NUMBER TWO (2).

START:

- 1 – Login into the system: **Type in - 8odyC@ms** - will bring you to the desktop.
- 2 – Locate the **Transfer Agent Plus II** icon and **click on it** – lower left corner of screen.
- 3 – Once this screen opens – **fully insert BWC into assigned bay** of docking station.
- 4 – Numerous screens will pop up. This is the download phase of the BWC. **Do not** attempt to view video footage while this is going on. **Wait 10 minutes** before viewing footage. Viewing footage prior to **10 minutes** can corrupt the video during the downloading process.
- 5 – After **10 minutes** from download –**click on the Prima View** icon
- 6 – **Enter** your department’s email and the initial password “**changethis**”. Once logged in as a first time user you will need to change your individual password. A screen will appear to help with that process.
- 7 – Once logged in a screen will appear which will allow you to search the system for video files for reviewing, categorizing, and assigning case numbers.
- 8 – Entering the search criteria - results will appear allowing the video to be viewed.
- 9 – **Right click** on the video file to bring up Media Properties and Export file menu.
- 10 – **Select** Media Properties. Under this you can select the category the file will be assigned and the case number (CR) associated with the video.
 - A. There are several categories to choose from.
 - B. Once a category is given, the file is saved up to 5 years.
 - C. Files that are erroneous or not evidentiary – leave uncategorized and they will be purged after 1 year.

11 – Once the category process and the review of the video is completed locate the Prima View icon and log out. Close the program and return to the desktop

By Order Of:

Chad Kenward
Chief of Police