



Draft One User Guide

Rev: 13 Mar 2026

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What's new

This guide includes the following updates:

- [Explanation of a new View evidence video and images permission](#)

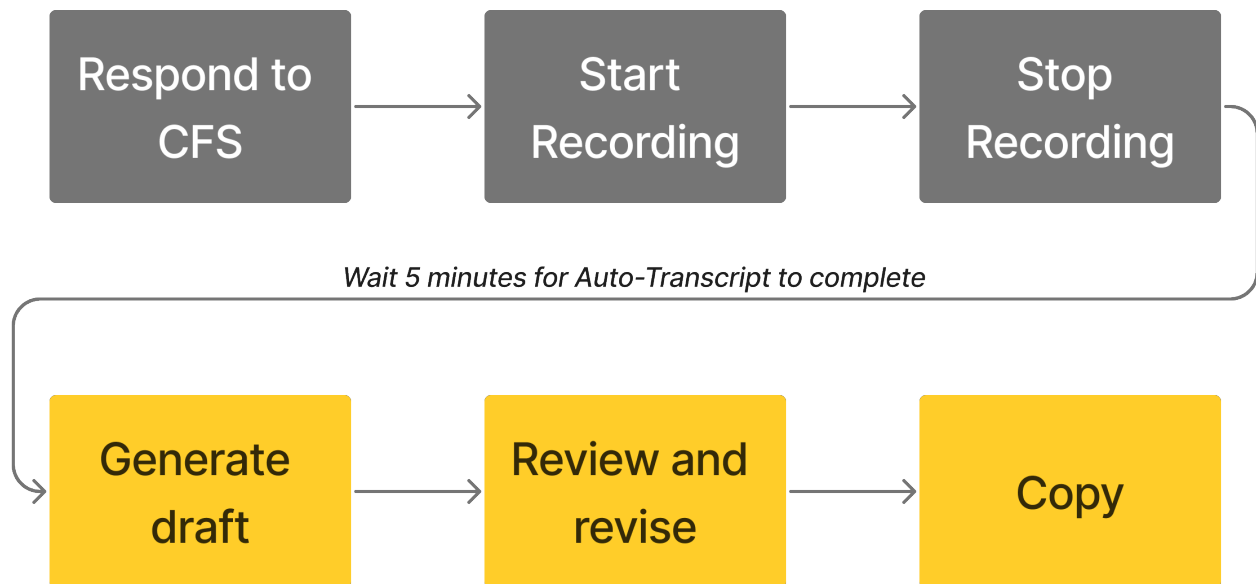
Draft One

Organizations who have purchased the Draft One add-on can now use the Draft One narrative tool, which is powered by body camera audio. Using Draft One, you can quickly generate draft narratives that can be carefully reviewed and revised, then copied into your third-party RMS (Records Management System).

If your organization uses Axon Records and Axon Standards, you can generate the Draft One narrative in your report, review and revise the narrative, then submit your report for supervisor review.

These drafts are generated from your body camera's footage of the incident. As soon as you stop recording, the audio from your video is automatically uploaded to Axon Evidence. Once the upload is complete, the audio is quickly Auto-Transcribed. Five minutes after stopping your recording, you can use Draft One to create a draft narrative.

Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.



Administrators can [configure safeguard settings](#) for Draft One and assign [permissions](#) and [privileges](#) to ensure that the appropriate users can access it. Once Draft One is enabled, you can see when it has been used by [generating an audit trail](#) or [audit log](#) for a user or a report.

See [this video](#) for a quick explanation of this feature.

Axon AI

Draft One uses AI to generate narratives.

Axon's AI-powered features use artificial intelligence to provide insights, recommendations, or analysis based on available data and user inputs. These outputs may include inaccuracies, limitations, or outdated information. These tools are designed to support—not replace—professional judgment, legal interpretation, and human oversight. Users are responsible for carefully reviewing and verifying AI-powered content before acting on it. Axon continually works to enhance AI accuracy, mitigate bias, and uphold ethical standards.

Learn more at [Axon AI](#).

Generate a narrative draft with Draft One

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

Generate drafts from Axon Evidence

There are three ways to access Draft One after you've logged in to Axon Evidence:

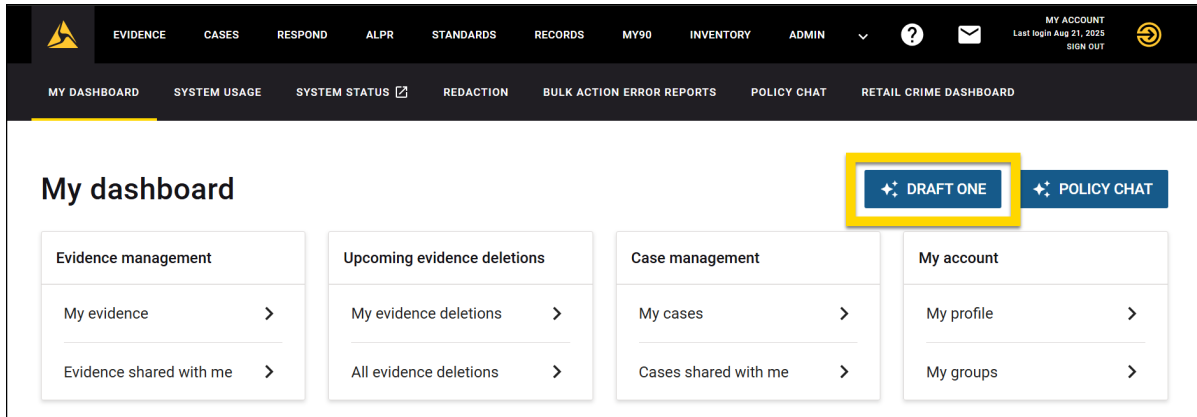
- **My Dashboard page > Recent recordings:** Your recent recordings appear at the top of the My Dashboard page. If a recording has an associated transcript, select **Draft One** to open Draft One in a new tab with that evidence item pre-selected.

The screenshot shows the Axon Evidence user interface. At the top, there is a navigation bar with various menu items like EVIDENCE, CASES, RESPOND, ALPR, STANDARDS, RECORDS, MY90, INVENTORY, ADMIN, and a user profile section. Below this is a secondary navigation bar with options like MY DASHBOARD, SYSTEM USAGE, SYSTEM STATUS, REDACTION, BULK ACTION ERROR REPORTS, POLICY CHAT, and RETAIL CRIME DASHBOARD. The main content area is titled 'My dashboard' and features a 'DRAFT ONE' button and a 'POLICY CHAT' button. A section titled 'Recent recordings (1)' shows a table of recordings. The first recording is highlighted with a yellow box around its 'DRAFT ONE' button. A modal window titled 'Select Evidence' is open, showing a table of evidence items with one item selected.

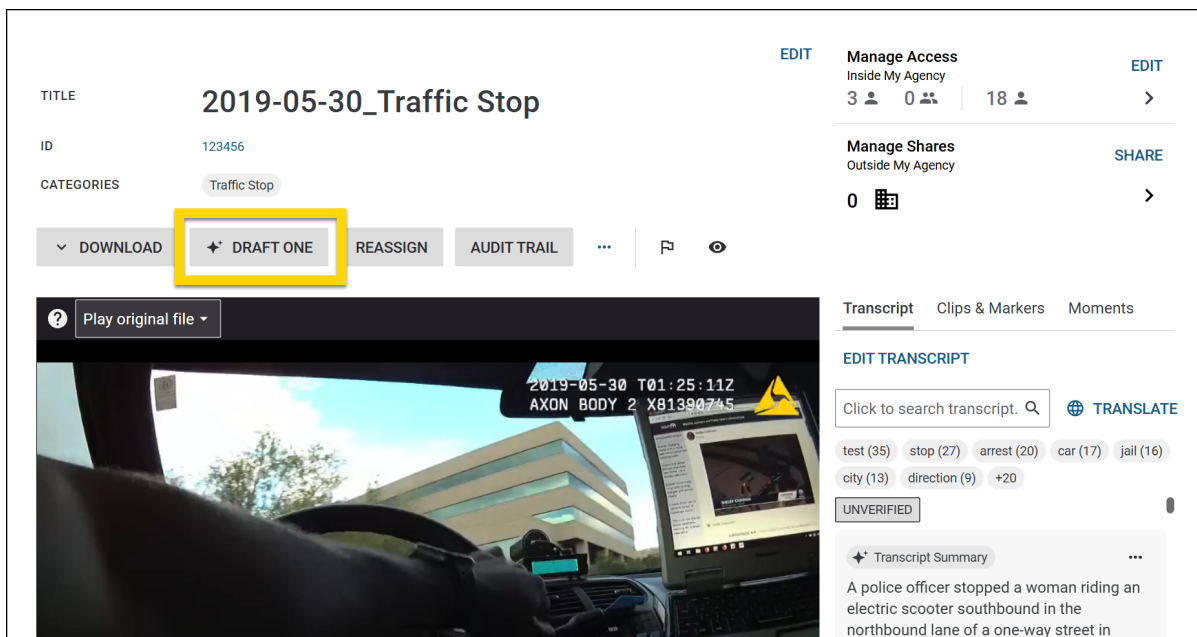
START TIME	END TIME	DURATION	STATUS
Aug 21, 2025 11:22 AM	11:24am, 31 min ago	5m 3s	DRAFT ONE

ID	Title	Owner	Recorded on	Duration	Status
<input checked="" type="checkbox"/>	-	AXON_Body_2_Vi...	Shaw, Lyvia (...)	Aug 21, 2025 1...	5m ... Available

- **My Dashboard page:** To generate a draft based on evidence that doesn't appear on the Dashboard, select **Draft One**.



- **Evidence details page:** Open the evidence details page for a specific evidence item and selecting Draft One.



See [this video](#) for an overview of generating a draft narrative in Axon Evidence.

Generate drafts from Axon Records and Axon Standards

To generate a draft narrative, first open the report in Axon Records or Standards and select the narrative section. Select **Draft One**.

The screenshot displays the Axon Records interface for an incident report. The top navigation bar shows the incident ID '20241022-1', author 'Shaw, Lyvia (LShaw001)', and report status 'In Progress'. The left sidebar contains a navigation menu with categories like 'OVERVIEW', 'OFFENSES', 'NAMES', 'VEHICLES', 'PROPERTY', 'NARRATIVES', and 'FILES'. The 'NARRATIVES' section is expanded, showing a list of narrative entries, with the entry for 'Shaw, Lyvia (LShaw001)' highlighted in yellow. The main content area is titled 'Narrative' and features a rich text editor with a toolbar for text formatting (bold, italic, underline, font size, font family) and a 'START DICTATION' button. Below the editor, there are sections for 'ANDY'S TEST (0/3)' and 'CHECKBOX (0/3)', each with three checkboxes. At the bottom of the main content area, there is a 'Draft One' section with a 'DRAFT ONE' button highlighted in yellow. The bottom of the interface shows a 'Report finalized due date: Not set' and a 'SUBMIT' button.

Draft generation steps

When Draft One opens, follow these steps to generate a draft narrative.

1. Select evidence

Choose one or more pieces of evidence to use as the basis of the draft narrative.

- Only items marked as *Available* in the **Status** column can be used.
 - Files with poor audio quality are marked with a File not recommended label.

- You can switch between the tabs to find the right piece of evidence:
 - **Suggested:** Contains all evidence you have recorded and uploaded in the past 24 hours.
 - **Search:** Lets you search for a specific piece of evidence
 - **Selected:** Selected items appear on this tab for easy review
- Select the arrow to expand the row and view a media player for that file.

Select **Continue** after choosing one or more pieces of evidence or **Narrate Instead** if you do not want to use evidence files and instead want to only provide narration or type out the details of the incident.

Select Evidence
×

Step 1 of 4: Select Evidence

ⓘ Select one or more files to generate a draft from evidence transcripts. Select Narrate Instead to generate a draft by speaking.

Suggested
Search
Selected 1

ID

TITLE

USER OR GROUP

Shaw, Lyvia (LShaw001) ▾

RECORDED ON

Start
📅
End
📅
RESET FILTERS

	ID / Title	Owner	Recorded on / Durati...	Status
>	<input type="checkbox"/> Axon Capture Audio 20...	Shaw, Lyvia (L...	Aug 21, 2025 11:59 AM 🎧 13s	Available File not recommende
▾	<input type="checkbox"/> AXON_Body_2_Video_...	Shaw, Lyvia (L...	Aug 21, 2025 11:22 AM 🎥 5m 3s	Available
<div style="border: 1px solid #000; padding: 5px; position: relative;"> 2019-05-30 T01:31:17Z AXON BODY 2 X81390745 <div style="position: absolute; bottom: 5px; left: 5px; font-size: 8px;">Viewed by ThompsonB (tw-teststestvidence.com) on 21 Aug 2025</div> <div style="position: absolute; bottom: 5px; right: 5px; font-size: 10px;"> < > 00:00 / 05:03 </div> </div>				
>	<input type="checkbox"/> MediaValet <small>MediaValet Admin Up...</small>	Shaw, Lyvia (L...	Aug 19, 2025 9:35 AM 🎥 4m 25s	Available
>	<input type="checkbox"/> Recorded Meeting <small>2025-07-02_MyAxon M...</small>	Shaw, Lyvia (L...	Jul 2, 2025 10:56 AM 🎥 42m 45s	Transcribing
>	<input type="checkbox"/> Recorded-Training <small>MyAxon Migration Trai...</small>	Shaw, Lyvia (L...	Jul 1, 2025 1:12 PM 🎥 27m 48s	AUTO-TRANSCRIBE

0 file(s) selected

CONTINUE WITHOUT EVIDENCE
CONTINUE

2. Draft Characteristics

Provide information about the type of incident, including incident type, charge severity, and whether or not an arrest was made.

Select a draft length.

- If the transcripts from the selected evidence items are brief, messages indicate which draft length options are most appropriate.
- Length options include:
 - **Short:** Around 200 words
 - **Standard:** 300-500 words
 - **More detail:** 600-800 words

Select **Continue**.

Draft One ×

Step 2 of 4: Draft Characteristics

1. Which incident type most closely matches the incident you're generating a narrative for?*

<input type="checkbox"/> Domestic Dispute	<input type="checkbox"/> Drug Related	<input type="checkbox"/> Fraud and Financial
<input type="checkbox"/> Impaired Driving	<input type="checkbox"/> Informational Report	<input type="checkbox"/> Missing Person
<input type="checkbox"/> Property Crime	<input checked="" type="checkbox"/> Public Disorder	<input type="checkbox"/> Sexual Offense
<input type="checkbox"/> Traffic Incident	<input type="checkbox"/> Violent Crime	<input type="checkbox"/> Warrants

2. What is the charge severity of this incident?*

<input checked="" type="checkbox"/> No Charge	<input type="checkbox"/> Infraction	<input type="checkbox"/> Misdemeanor
<input type="checkbox"/> Felony		

3. Was an arrest made?*

Yes No

4. How long would you like the draft to be?*

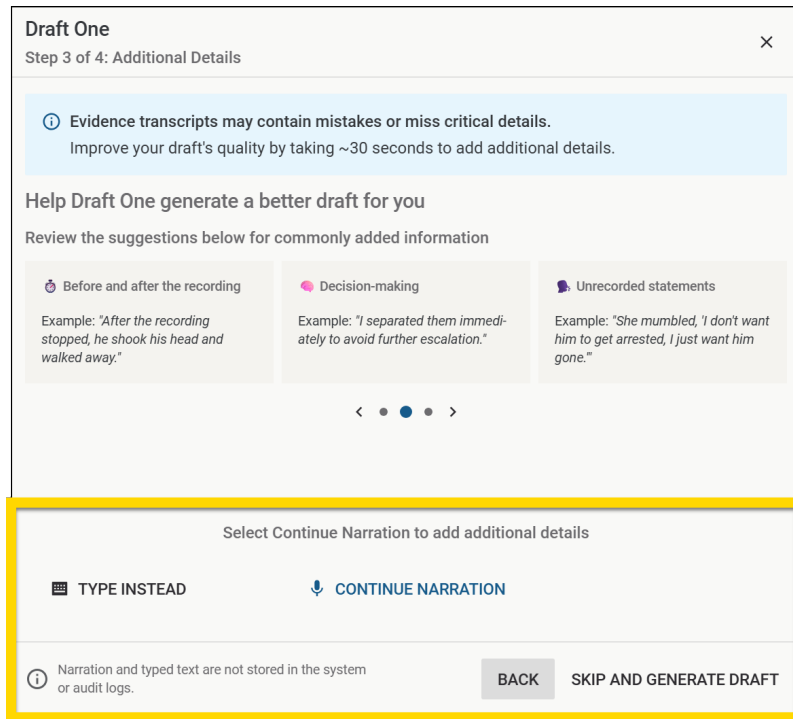
Short Standard More Detail

1 file(s) selected

3. Additional details

Transcripts can contain errors (misspellings, misheard words, etc.) and may not contain all information about the incident, so adding details and clarification helps ensure higher quality drafts.

Review the suggestions for commonly added information and select **Continue Narration** or **Type Instead** to provide additional details. Select **Skip and Generate Draft** to generate a draft without providing additional details.



Your additional details don't need to be perfectly spoken or typed, as if you were dictating or writing a report. Instead, think of narration and typing as an informal memo for your eyes only. Draft One will polish your details and work them into its generated narrative.

While you are narrating, a word counter appears, indicating that your words are being recorded. Select **Stop narration** to pause the recording. A text box shows the words you have spoken. You can add more text by typing or select **Continue narration** to resume recording. You can start and stop as many times as needed.

Narration and typed text are not stored in the system or audit logs, although the audit trail does show if narration and typed text were provided during the draft generation process.

Once you have provided all additional details, select **Generate Draft**. While the draft generates, you can optionally provide a star rating for how useful the suggestions for additional details were as you were narrating and typing.

See [this video](#) for an overview of using narration.

4. Review draft narrative

Draft One will begin processing the transcripts, narration, and typed details to generate the narrative draft.

When the draft is complete, review it.

- To adjust the draft length, select **Shorter** or **Longer**. To ensure best quality, follow the draft length recommendations from the previous screen.
- To provide additional details by narrating or typing, select **Add Details**.
- The rank that appears beside your name is auto-inserted based on the rank assigned to you in [User Management](#).

If you believe the draft is a good starting point for your final narrative, select **Insert**.

- Once you have inserted the draft, you can review and revise it.
- Select **Discard** if you believe it would take you longer to revise the draft as opposed to writing the narrative yourself.
 - If you choose to discard the draft, you are given the chance to add additional details to improve the draft quality.
 - If you choose to discard the draft, a survey will appear asking you to give information about why you decided not to use the draft. If you have time, please take a moment to complete this quick survey. Your feedback will help Axon continue to improve Draft One.

Draft One ×

Step 4 of 4: Review Draft Narrative

ⓘ Please review this draft carefully. It may be incomplete and/or contain factual errors. After inserting the draft into your report, make sure to fix any errors before submitting the report.

On August 26th, 2024, at approximately 10:00am, I responded to a call for service at [REDACTED] located [REDACTED] upon arrival, I observed a vehicle parked in the middle of a high school football field during daytime hours with two individuals inside. [REDACTED] (other observations), I approached the vehicle and initiated contact with the occupants to inquire about their presence in the area.

The driver stated that he had no idea and the full colors and mentioned that he used to attend the high school. I requested identification from the driver, who initially questioned the need to provide it. I instructed the driver to step out of the vehicle for further discussion. [REDACTED] (reasoning for requesting ID) and asking the driver to exit the vehicle. The driver complied, and I directed him to face away from me and place his hands behind his back. I informed him that he was not under arrest but would be searched due to the odor of marijuana emanating from the vehicle. [REDACTED] (observations regarding odor and reasoning for search).

I conducted a pat-down of the driver and asked if he had any items on him that he should not possess. He denied having any such items. I then asked the passenger to exit the vehicle and conducted a pat-down. The passenger also denied possessing any prohibited items. Both individuals were directed to sit on the bumper of the vehicle while I proceeded with the search. [REDACTED] (observations for [REDACTED])

Change Length: SHORTER LONGER + ADD DETAILS

DISCARD
INSERT

Best practices

To assist Draft One in generating better draft narratives, you can follow several best practices while in the field:

Narrate out loud

The more dialog that appears in the evidence Auto-Transcript, the better Draft One will be able to generate a full draft.

To assist this process throughout the CFS, you speak out loud (as able and as appropriate). You can explain what is going on, what your observations are, and what decisions you are making.

This narration can occur throughout the entire CFS:

- Turning on your body camera while en route
- While on scene
- Afterward, when wrapping up the call

You can also provide narration after the incident while generating the draft in Axon Evidence/Records.

Translate

Draft One currently only supports English (although additional languages are planned in future updates). If you are on a CFS where other languages are spoken, and you are able to translate, translate out loud. Your body camera will hear your translation and Draft One will use that translation when generating the draft narrative.

Use active listening

When speaking with community members, echo back what they say to you, especially if you are in a noisy environment and are worried about your body camera's audio quality. Not only will this clear up audio problems (because your body camera always hears your words best), but it is also a general good practice when policing.

Ask questions

When on scene, ask questions of the community members you interact with. This information will increase the amount of information that appears in the Auto-Transcript and help Draft One generate a more complete narrative.

Review and revise drafts generated by Draft One

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

After generating a draft with Draft One, it is YOUR responsibility to carefully review the draft. Do not assume it is complete and accurate.

When reviewing your draft, take these steps:

Review the draft for accuracy

Draft One isn't perfect, and it is your responsibility to ensure that the narrative correctly reflects what happened during the CFS.

Check the name and date

Draft One automatically inserts the date/time of the recording, as well as the person who made the recording at the start of the narrative. Double-check that this information is accurate.

Add missing information

Draft One generates narratives based on the Auto-Transcript. As such, it cannot include information that was not spoken aloud during the CFS. Be sure to add your observations and any other additional necessary information to result in a complete and accurate narrative of the events that occurred.

Update the [INSERT] statements

Draft One will periodically provide [INSERT] statements in sections of the narrative where the audio evidence did not provide the necessary information. If you click anywhere on the text inside the brackets, the entire INSERT statement will be selected and you can quickly update the narrative and provide the missing information.

On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, observed an individual operating an electric scooter in the wrong direction on a one-way street at the intersection of Second Street and Roma Avenue. The individual, later identified as [INSERT suspect's name], was traveling southbound in the northbound lanes. [INSERT observations justifying the traffic stop].

If you try to submit a report that still contains an [INSERT] statement, you will receive an error message.

Remove obvious errors

Some organizations have configured Draft One to introduce obvious errors. These errors appear in the narrative after you select **Insert** to add the narrative to the report. (They do not appear on the "preview" screen that is displayed immediately after Draft One has finished generating the draft.) Read the draft carefully to remove these errors. The draft narrative can't be copied or the report submitted if any of these obvious errors are present.

On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, observed an individual operating an electric scooter in the wrong direction on a one-way street at the intersection of Second Street and Roma Avenue. The individual, later identified as [INSERT suspect's name], was traveling southbound in the

During our interaction, I observed another scooter user correctly using the sidewalk and traveling in the correct direction, which I pointed out to the individual. She apologized and acknowledged the potential danger of her actions. [INSERT observations of traffic conditions or potential hazards]

A spell book was found at the scene, its pages fluttering open to a spell that turns metal to cheese.

I conducted a field sobriety test after detecting the smell of alcohol and observing signs of intoxication. The individual admitted to consuming two beers at Marble Brewery within the last four hours. [INSERT observations during the field sobriety test].

Make the required amount of changes

Some organizations have configured Draft One to require a certain amount of text to be edited to ensure that users are reading and revising narratives generated by Draft One. If you have not made the minimum amount of required changes, you will see an error after attempting to submit the report.

Some organizations have a recommended minimum change requirement, but do not require their users to make those changes. Instead, a popup window will appear explaining the recommended change amount but still allow you to submit the report.

After taking all necessary steps to review and revise the report, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

Save your work

If you are using Draft One in Axon Records, your draft narrative is automatically saved to the cloud when you insert it into your report.

If you are using Draft One in Axon Evidence, your work is NOT saved to the cloud. Instead, it is only stored in your internet browser's tab. This is done intentionally to prevent reports from being stored outside of your organization's third-party RMS (Records Management System).

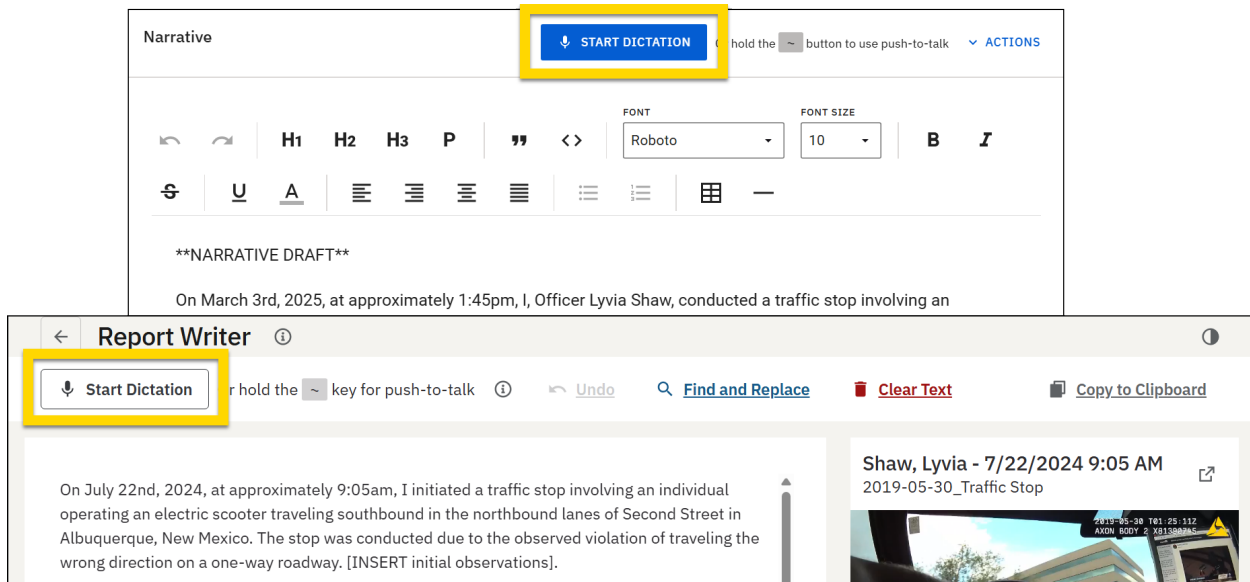
If you close the tab containing the draft narrative, your work will be lost. If you are logged out of Axon Evidence and later log back in from the SAME tab, your draft narrative will appear.

To avoid losing your work, it's best practice, even if you are logged out due to inactivity, to keep the tab containing the draft narrative open until you have finished reviewing, revising, and copying it.

Use Dictation

When updating the draft narrative, you can quickly add text by clicking where you want the new text to appear, selecting **Start Dictation**, and speaking. Select **Stop Dictation**,

once you finish dictating. You can continue to start and stop dictation as many times as needed.



For the best dictation results:

- **Speak Clearly:** Articulate your words and speak directly into the microphone.
- **Use a Quiet Environment:** Dictate in a quiet setting to reduce transcription errors.
- **Use Verbal Commands:** Learn to use voice commands for punctuation and formatting to increase efficiency and accuracy.
- For complex terms or names, you may want to type directly into the report narrative rather than dictating.

Note

When dictating in Axon Evidence, your audio data and text are NOT stored in the system or audit logs. If you close the browser tab, the text will be gone forever.

Voice commands

Add punctuation and formatting as you dictate to reduce editing afterwards by speaking the following commands:

- **Period (.):** Say "period" or "full stop" to end a sentence.
- **Comma (,):** Say "comma" to insert a comma.
- **Question Mark (?):** Say "question mark" to end a sentence with a question.
- **Exclamation Mark (!):** Say "exclamation mark" for emphasis.

- **Parentheses ()**: Say "open parentheses" to begin and "close parentheses" to end a parenthetical statement.
- **Quotes (")**: Say "open quotes" to start a quote and "close quotes" to end a quote.
- **New Paragraph**: Say "new paragraph" to start a new paragraph.
- **New Line**: Say "new line" to move down one line without starting a new paragraph

Requirements

Before using dictation, ensure you meet the following criteria:

- **Axon Evidence Pro license**: You must be able to access Axon Evidence and have a Pro license.
- **Microphone**: Your device needs a functioning microphone. Grant your web browser permission to access the microphone if prompted.
- **Speech-to-Text Connection**: Ensure your device can connect to **.stt.speech.azure.us** (in the United States) or **.stt.speech.microsoft.com** (in Canada). You may need to work with your agency's IT department to ensure access.

Review the Transcript

When using Draft One in Axon Evidence, the evidence and its transcript display beside the text area, allowing you to quickly reference the evidence as you make your edits. [Interact with the transcript](#) in the Report Writer window or select the new tab icon to open

the evidence details page in a new tab. If you selected multiple evidence items, use the arrow to switch between items.

The screenshot displays the 'Report Writer' interface. The main area contains a transcript of an assessment. The sidebar on the right, highlighted with a yellow border, shows a list of evidence items. The top item is 'Shaw, Lyvia - 3/6/2025 12:39 PM (Clip_7.1)_AXON_Body_2_Video_20...' with a dropdown arrow and a share icon. Below it is another item: 'Shaw, Lyvia - 2/10/2025 4:15 PM'. A video player is visible, showing a street scene with a police car. Below the video player is a search bar with the text 'Click to search transcript...' and a magnifying glass icon. Underneath the search bar are several tags: 'test (11)', 'city (10)', 'direction (7)', 'stop (7)', 'car (4)', 'travel (4)', 'ID (3)', and '+7'. A 'UNVERIFIED' button is also present. The transcript content includes several paragraphs of text, some of which are partially obscured by the sidebar.

When using Draft One in Axon Records/Standards, select the camera icon in the Report Writer sidebar to view the evidence and its transcript and reference the evidence as you make your edits. [Interact with the transcript](#) in the sidebar or select the new tab icon to

open the Axon Evidence details page in a new tab. If you selected multiple evidence items, use the arrow to switch between items.

The screenshot displays the Axon Evidence interface. On the left is a 'Narrative' editor with a 'START DICTATION' button and various text formatting options (bold, italic, underline, etc.). The main area shows a video player with a transcript overlay. The transcript is highlighted in yellow and includes the following text:

Shaw, Lyvia - 3/6/2025 20:39 (Clip_7.1)_AXON_Body_2_Video_2

Shaw, Lyvia - 3/6/2025 20:39 ✓

Shaw, Lyvia - 3/20/2025 21:50

Shaw, Lyvia - 3/3/2025 21:45

Click to search transcript...

test (11) city (10) direction (7) stop (7)

car (4) travel (4) ID (3) +7

UNVERIFIED

20:40 / 00:29

<silence>

20:40 / 00:33

7 4 6 B

Copy or submit narratives generated by Draft One

Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the draft, you can copy it to your computer's clipboard (Axon Evidence) or submit it for supervisor review (Axon Records and Standards).

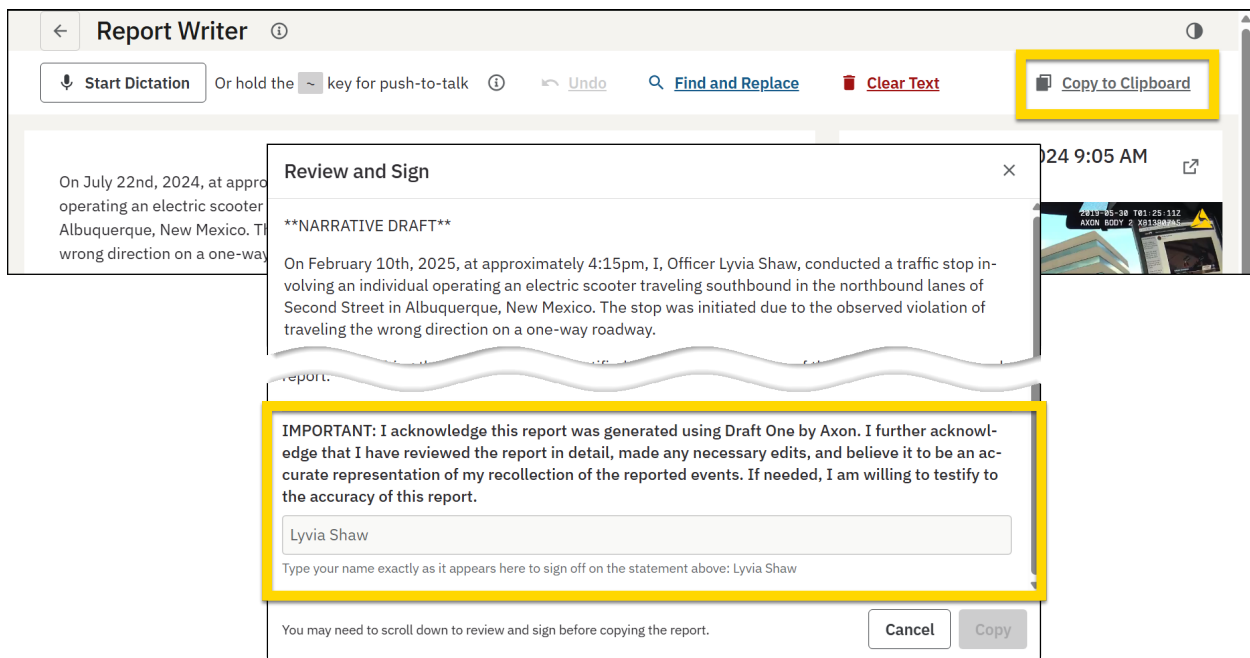
Copy Draft One narratives in Axon Evidence

When you are confident that the narrative is complete and accurate, you can copy it into your incident report by selecting **Copy to Clipboard**.

When copying the narrative, you will be asked to review the draft once more. After reviewing, you must type your name in a box that appears below an acknowledgment statement. The text of this statement is configurable and may differ among organizations.

I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.

After selecting **Copy**, you can paste the narrative into your report.



You can also highlight a portion of text and select **Copy to Clipboard** to copy only the highlighted text. You can copy 250 characters at a time, for up to half the length of the draft before you are prompted to sign the acknowledgment statement. For example, if your draft contains 2,500 characters, you can copy 250 words up to 5 times before being required to sign the statement.

Submit reports with Draft One narratives in Axon Records and Axon Standards

When submitting the report, you will be asked to review the draft narrative once more. After reviewing, you must type your name in a box that appears below an acknowledgment statement. The text of this statement is configurable and may differ among organizations.

I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.

Incident Report 20230317-1 In Progress 1. Report 2. Routing Progress saved ⋮ ✕

Author: Shaw, Lyvia (LShaw001) • SW

OVERVIEW
OFFENSES 1
NAMES 3
VEHICLES 0
PROPERTY 0
NARRATIVES 1
Shaw, Lyvia (LShaw001)
On November 17, 2023, at approximately...
ADD NARRATIVE
OTHER CONTRIBUTORS 0
FILES

Report finalized due date: Not set

Narrative START DICTATION Or hold the ⌘ button to use push-to-talk ACTIONS

On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, was on patrol in the area of Second Street and Roma Avenue. I observed an individual, later identified as , operating an electric scooter in the wrong direction of travel, specifically going southbound in the northbound lanes. .

I initiated a traffic stop and made contact with the individual. I informed her that she could not drive the scooter in the wrong direction on a one-way street. The individual acknowledged the presence of the scooters in Albuquerque but expressed confusion about the roadways not being made for these scooters.

During our interaction, I asked the individual why she did not use the sidewalk instead of the roadway. She

pathway to go on.
out to the

Review and Sign ✕

On November 17, 2023, at approximately 11:42 AM, I, Officer Lyvia Shaw, was on patrol in the area of Second Street and Roma Avenue. I observed an individual, later identified as , operating

Based on the individual's operation of the scooter in the wrong direction on a one-way street, the odor of alcohol, her admission of drinking, and the results of the field sobriety and breath tests, I placed the individual under arrest for DWI.

IMPORTANT: I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report.

Lyvia Shaw

Type name "Lyvia Shaw" to sign off on the statement above.

You may need to scroll down to review and sign before submitting the report. CANCEL SUBMIT

Note

If Draft One is used to generate a narrative in a report, the report cannot be submitted using the [mobile Axon app](#). Instead, it can only be submitted using the full desktop application.

Administration

Watch this [video](#) to learn how to enable and configure Draft One.

Setting up Draft One to be used by your officers involves several steps:

- Configure Draft One settings
- Assign permissions (for using Draft One in Axon Evidence with a 3rd-party RMS)
- Assign privileges (for using Draft One from Axon Records and Standards)

Settings

Draft One has various settings you can configure to ensure it is used responsibly by your organization's users.

To configure these settings, log in to Axon Evidence, select **Admin**, and open the Draft One Settings page, which can be found in the **Agency Settings** section. Changes made to these settings are logged in the [audit trail](#).

The screenshot shows the Axon Evidence Admin interface. The top navigation bar includes tabs for EVIDENCE, CASES, RESPOND, ALPR, STANDARDS, RECORDS, MY90, INVENTORY, REPORTS, and ADMIN (highlighted). The left sidebar lists various settings categories, with 'Draft One Settings' highlighted under 'Agency Settings'. The main content area displays the 'Draft One Settings' configuration page.

Draft One Settings

Safeguards

Officer Acknowledgement
Officers are required to sign off on their reports that have leveraged Draft One. You can use our default acknowledgement or create your own custom acknowledgement

Default acknowledgement
"I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report."

Custom acknowledgement

Intentionally Insert Obvious Errors for Removal
This setting inserts obvious errors throughout a draft that is generated by Draft One. Until these errors are removed, users can't submit the report or copy the draft narrative to their clipboard. This safeguard ensures that users thoroughly review the draft before using it.

Block Incident Types
This setting blocks users from generating a draft with Draft One for certain incident types and charge levels.

Incident Type

<input type="checkbox"/> Domestic Dispute	<input type="checkbox"/> Drug Related	<input type="checkbox"/> Fraud and Financial
<input type="checkbox"/> Impaired Driving	<input type="checkbox"/> Informational Report	<input type="checkbox"/> Missing Person
<input type="checkbox"/> Property Crime	<input type="checkbox"/> Public Disorder	<input type="checkbox"/> Sexual Offense
<input type="checkbox"/> Traffic Incident	<input type="checkbox"/> Violent Crime	<input type="checkbox"/> Warrants

Charge Level

<input type="checkbox"/> No Charge	<input type="checkbox"/> Infraction	<input type="checkbox"/> Misdemeanor
------------------------------------	-------------------------------------	--------------------------------------

Note

Users who have the **Edit Agency Settings** permission will see the Draft One Settings page even if they do not have the **Use Draft One** permission.

Officer acknowledgement

Before copying a draft narrative generated by Draft One from Axon Evidence or before submitting a report containing a draft narrative generated by Draft One in Axon Records or Standards, users must type their name below an Acknowledgement statement.

The **Officer Acknowledgement** section on the Draft One Settings page lets you choose whether to use the default acknowledgement statement or create a custom one.

Obvious errors

To ensure that users carefully read drafts that are generated with Draft One, you can enable the **Intentionally Insert Obvious Errors for Removal** setting. This setting inserts obvious errors throughout a draft that is generated by Draft One. Until these errors are removed, users can't submit the report or copy the draft narrative to their clipboard.

Examples of obvious errors include:

- The international spy network was revealed to be a group of highly trained squirrels.
- The convicted criminal's sentence was to walk the plank in a community pool.
- It was unanimously decided that rock-paper-scissors would determine the suspect's fate.
- The criminal's hideout was inside a painting, accessed via a secret word.

Block incident types

The **Block Incident Types** setting lets you prevent users from generating draft narratives with Draft One based on certain incident types and charge level.

Use the checkboxes to disable the use of Draft One in the following scenarios:

- Incident type
 - Domestic Dispute
 - Impaired Driving
 - Property Crime
 - Traffic Incident
 - Drug Related

- Informational Report
- Public Disorder
- Violent Crime
- Fraud and Financial
- Missing Person
- Sexual Offense
- Warrants
- Charge Level
 - No Charge
 - Infraction
 - Misdemeanor
 - Felony
- If an arrest was made

By default, Draft One is disabled in the following scenarios, although it can be enabled if desired by your organization:

- Charge Level: Felony
- An arrest was made

Minimum change requirement

This setting requires that a certain percentage of a draft that is generated by Draft One must be changed before the user submits the report or copies the draft narrative to their clipboard. This percentage is called the minimum change threshold.

When this setting is enabled, you can choose to either prevent users from submitting reports / copying draft narratives or notify them that they didn't meet the recommended change threshold but still allow them to submit the report / copy the draft.

The available change thresholds include:

- 10% of words
- 20% of words
- 30% of words
- 40% of words

The following principles are used when the system calculates what is and is not a "change":

- If words are not changed but moved around, this DOES count as a change.
- If words are removed, this DOES count as a change.
- If the obvious errors setting is enabled and users remove obvious errors, this does NOT count as a change.

- INSERT statements
 - Removing the original INSERT statement text does NOT count as a change.
 - Adding new text to replace the original INSERT statement DOES count as a change.

User Settings

The settings in this section manage how users interact with Draft One.

Allow draft generation from all accessible evidence

By default, a user can only use Draft One on evidence items assigned to them. To let users generate narratives for any evidence files they have permission to access, turn on the **Allow draft generation from all accessible evidence** setting.

When this feature is enabled, a User or Group menu appears on the Select Evidence screen when generating a draft narrative.

Select Evidence ✕

Select one or more files to generate a draft from evidence transcripts. Select Narrate Instead to generate a draft by speaking.

Suggested **Search** **Selected**

ID

TITLE

USER OR GROUP
 Shaw, Lyvia (LShaw001) ▾

RECORDED ON

Start

End

[RESET FILTERS](#)

	ID	Title	Owner	Recorded On	Duration	Status
>	☐	-	Axon Capture Video...	Shaw, Lyvia (L...	Feb 13, 2025 12:4...	🎥 1m 3... Available

Narration as input for Draft One

This settings allows an officer to use their voice to narrate additional information that will be included in the draft. If you enable this setting, you can also set if users can generate drafts solely by using audio narration or if they must also select at least one piece of evidence to generate a draft.

Formatting

The settings in this section let you manage how various aspects of generated drafts are formatted.

Date Format

This setting determines how dates are formatted in generated drafts. Options include:

- Month Day, YYYY (January 31st, 2025): This is the default setting
- YYYY-MM-DD (2025-01-31)
- MM/DD/YYYY (01/31/2025)

Time Format

This setting determines how times are formatted in generated drafts. Options include:

- 12-hour (8:00am): This is the default setting
- 24-hour (20:00)

Draft Header/Footer

These settings let you create text that is automatically inserted at the beginning or end of draft narratives that were generated by Draft One. Although users can delete this content before copying the draft or submitting the report, the [audit trail](#) will still indicate whether Draft One was used for a given report and evidence item.

If you enable the **Draft Footer** setting, you can choose between creating a custom footer or using the default Acknowledgement statement as the draft footer.

Note

The **Default footer** option inserts the default Acknowledgement statement, not a custom statement you may have created for your organization.

Generate third-person drafts

By default, drafts are generated using first-person perspective (I did this...). When this setting is enabled, drafts are instead generated using third-person perspective (Officer Smith did this...).

Assign permissions

The following permissions control the Draft One features a user in a given role can use.

Permission section	Permission name	Description
Draft One	Use Draft One	This permission lets users use Draft one to generate draft narratives.
Search & Reporting Access	Generate reports	This permission lets users create Draft One usage reports .
Search & Reporting Access	Generate User Audit Trail Report	This permission lets users create User Audit Trail reports .
Evidence Management	View evidence video and images	This permission controls whether users can view the underlying media for evidence items (view videos, see images, hear audio, etc.). When a new role is created, this permission is Prohibited by default, which means that users in this role can access evidence transcripts and metadata (so they can still use Draft One), but NOT view the underlying media.

To assign a permission to a role:

1. Log in to Axon Evidence and select **Admin**.
2. In the **User Management** section of the Admin Console, select **Roles & Permissions**.
3. Select the pencil icon on the role that needs to be able to use Draft One features.
4. Select the *Allowed* option beside the necessary privileges.
5. Scroll down to the bottom of the screen and select **Save**.

For more information, see [Roles and Permissions](#).

Assign privileges

A privilege controls whether a user can use **Draft One** to generate draft narratives when they are writing reports in Axon Records and Axon Standards. To assign this privilege:

1. Open the Administrator Console in Axon Records or Axon Standards and select **Command Hierarchy & Teams**.
2. Open whichever Command Hierarchy group or team needs the privilege.

3. Switch to the **Privilege View** tab.
4. Enter "narrative" in the search bar or scroll down to the **Reports** section.
5. Expand the **Reports - write** category.
6. Select the **Allow** option for the **Generate draft narratives using the AI-powered Draft One** privilege.

The screenshot displays the 'Command Hierarchy & Teams' page in the Axon Records interface. The left sidebar contains navigation options, with 'Command Hierarchy & Teams' selected (callout 1). The main content area shows the 'Teams' tab for the 'OFFICER' team (callout 2). A search bar for team names contains 'officer'. Below this, the 'OFFICER' team details are shown, including '57 member(s)'. The 'Privilege View' tab is active (callout 3). A search bar for categories or privileges contains 'narrative' (callout 4), showing '2 privileges matching "narrative" found'. The 'Reports - write' category is expanded (callout 5), showing two privileges: 'Create narrative only supplements' and 'Generate draft narratives using Draft One'. The 'Generate draft narratives using Draft One' privilege is set to 'Allow' (callout 6).

Auditing and reporting

Once Draft One is enabled, you can see when it has been used by generating an audit trail (Axon Evidence) or audit log (Axon Records and Axon Standards).

You can also generate the following Draft One reports:

- **Draft One usage:** Shows how Draft One is being used by your organization's users
- **AI-Generated Drafts:** Lets you access the original AI-generated narrative drafts created through Draft One

Audit trails in Axon Evidence

There are several different entries that appear in the Axon Evidence User, Evidence, and Agency audit trails in relation to Draft One. These entries include the name of the user who created the draft, their IP Address, and the Evidence ID(s) that were used during the draft generation.

Entry	Audit trail	Description
Draft One request received	User, Evidence	Occurs when a user generates a draft narrative from either Axon Evidence or Axon Records. <ul style="list-style-type: none"> • The audit trail includes the type of incident, level of charges, and if an arrest was made. This lets you see if a user requests a Draft One generation, is blocked by the organizations' incident type safeguard configuration, and then changes the incident type information to be able to generate a draft. • Additionally, the audit trail indicates whether or not narration was used
Signed for a Draft One liability disclosure	User, Evidence	Occurs when a user generates a draft narrative then enters their name below the acknowledgment statement before copying the draft or submitting their report for supervisor review. <ul style="list-style-type: none"> • The audit trail includes the full text of the acknowledgment statement.
Changed Draft One Settings	User, Agency	Occurs when a user updates any of the settings on the Draft One Settings page. <ul style="list-style-type: none"> • The entry includes specific details about which settings were updated.

For more information about viewing audit trails in Axon Evidence, see:

- [Viewing a user audit trail](#)
- [Viewing the evidence audit trail](#)
- [Viewing the agency audit trail](#)

Audit logs in Axon Records and Axon Standards

There are several different entries that appear in the Axon Records and Axon Standards user and report audit logs in relation to Draft One.

Entry	Audit log	Description
Draft One request received	User, Report	Occurs when a user generates a draft narrative <ul style="list-style-type: none"> The audit trail includes the type of incident, level of charges, and if an arrest was made. This lets you see if a user requests a Draft One generation, is blocked by the organizations' incident type safeguard configuration, and then changes the incident type information to be able to generate a draft. Additionally, the audit trail indicates whether or not narration was used
Signed for a Draft One liability disclosure	User, Report	Occurs when a user generates a draft narrative then enters their name below the acknowledgment statement before copying the draft or submitting their report for supervisor review. <ul style="list-style-type: none"> The audit trail includes the full text of the acknowledgment statement.

For more information about viewing audit logs in Axon Records and Standards, see [Audit Log Tool](#).

Usage reports

Although you can view Draft One usage on a per-user, per-evidence, or per-report basis from the audit trail, you can also create a report that displays all Draft One usage in Axon Evidence, Axon Records, and Axon Standards for multiple users.

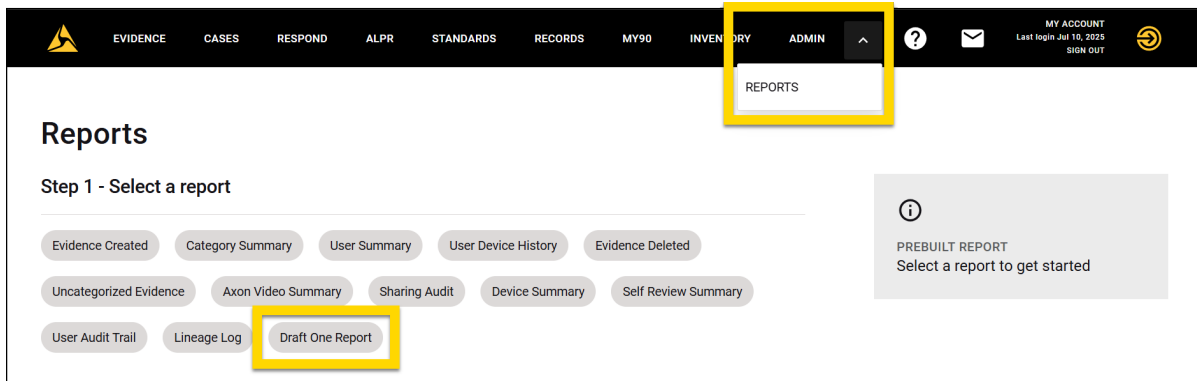
There are two types of reports you can run, depending on the information you want to retrieve:

- Draft One Report: See overall Draft One usage
- User Audit Trail: See Draft One usage by multiple users for specific evidence items

Draft One report

This report lets you quickly see overall Draft One usage at your organization. You must have the **Generate Reports** permission in order to access this report.

1. Log in to Axon Evidence and select **Reports**.



2. Select **Draft One Report**.
3. Select **All Users** or **Single User**.
4. Choose a group from the **Group** menu to set which users will be included in the report.
5. Adjust which columns to include.
6. Select a report format.
7. Choose a date range.
8. Select **Run Report**.
9. Once the report has generated, select **Download**.

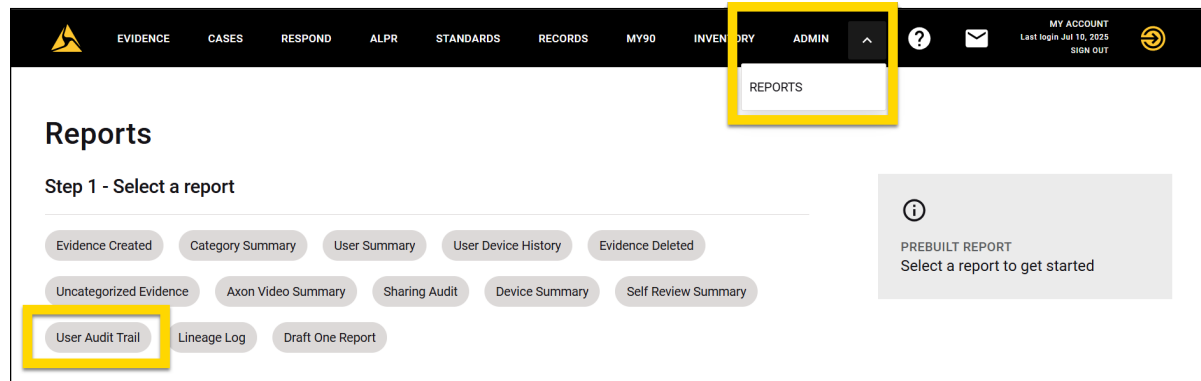
Note

If your organization uses Axon Records or Standards, this report includes Draft One usage in those applications in addition to its use in Axon Evidence.

User audit trail report

This report lets you see Draft One usage across users for specific evidence items. You must have the **Generate Reports** and **Generate User Audit Trail Report** permissions in order to access this report.

1. Log in to Axon Evidence and select **Reports**.



2. Select **User Audit Trail**.
3. Select **All Users** or **Single User**.
4. Choose a group from the **Group** menu to set which users will be included in the report.
5. Adjust the included ranks and columns as desired.
6. Select the **CSV** report format.
7. Choose a date range.
8. Select **Run Report**.
9. Once the report has generated, select **Download**.
10. Open the file in Microsoft Excel and add a filter to the top row.
 - See [Microsoft's help documentation](#) for information about using filters.
11. Filter the **Action** column to show only the desired Draft One activities:
 - **Draft One Request Received:** Shows every time users used Draft One to generate a draft narrative
 - **Signed for a Draft One liability disclosure:** Shows every time users generated a draft narrative then entered their name below the acknowledgment statement to copy the draft
12. Reference the **Evidence ID** and **Additional Information** columns to see which evidence items Draft One was used on.

Note

This report only includes Draft One usage in Axon Evidence. To view usage in Axon Records or Standards, download an audit log from the Administrator Console.

Original AI-generated draft retention report

In December 2025, Axon will release a new feature that allows you retain and access the original AI-generated narrative drafts created through Draft One. This enhancement supports new legislation that requires organizations to maintain the original AI-generated drafts associated with official police reports.

This feature is designed to support compliance without increasing administrative workload. A new set of Draft One Settings will allow you to choose whether or not to retain the original draft narratives, how long to store them, and under what circumstances they are deleted.

Note

This feature is only available for U.S. and local law enforcement. It will not be available in any other regions at this time.

What is an original AI-generated draft?

The original AI-generated draft is the initial version of the draft generated by Draft One and reviewed by users BEFORE they insert it into Report Writer and begin making edits. (See step 4 in the [Generate draft workflow](#).) Only this original, unedited version is saved. Once a user inserts the original draft into Report Writer and begins making edits, those edited versions are NOT saved.

Some draft content, including [auto-inserted obvious errors, headers, and footers](#) are added after the draft is generated by AI. As a result, this content is not included in the original AI-generated draft contents.

Whenever users view or download these original drafts, they are clearly marked as AI-generated, indicating that they are the draft version BEFORE an officer made edits.

Draft One settings

The following new configuration options on the Draft One Settings page control how and when original Draft One narratives are stored and deleted:

- **Retain original drafts:** This setting lets you turn on the draft retention feature.
 - This setting is off by default to avoid automatically storing drafts before an organization has updated its policies or retention schedules.
- **Apply evidence retention policy:** This setting does not apply to Axon Records or Axon Standards and lets you automatically delete retained drafts whenever the evidence item(s) associated with them are deleted (according to their existing evidence retention policies).

- When this setting is enabled, original drafts are deleted when the associated evidence items reach the end of their retention period.
- If this setting is disabled, drafts are retained indefinitely.
- If your organization uses Draft One in Axon Records, Axon Records drafts are not impacted by this setting and are instead deleted during the expungement workflow.
- If your organization uses Draft One in Axon Standards, because Axon Standards reports cannot be expunged, the associated original AI-generated drafts also cannot be deleted and are retained indefinitely.

These settings are available to administrators with existing permissions for managing Draft One settings. No new roles or permission types are required.

Draft retention in Axon Evidence, Axon Records, and Axon Standards

Original drafts can be accessed from the Reports page in Axon Evidence. Users with the Generate Reports permission can use a new Draft One: AI-Generated Drafts report to download original Draft One drafts.

When generating this report, you can filter by users who have generated Draft One narratives, by evidence items, or by Axon Records reports associated with a Draft One

narrative. This report is in TXT format (plain text file) and contains the text of the original AI-generated drafts and relevant metadata.

Reports

Step 1 - Select a report

Evidence Created Category Summary User Summary User Device History Evidence Deleted Uncategorized Evidence Axon Video Summary Sharing Audit Device Summary
Self Review Summary User Audit Trail Lineage Log Draft One: Usage Report **Draft One: AI Generated Drafts**

Step 2 - Configure report data [Save as Template](#)

Summary Type
 Single user
 An asterisk (*) indicates a required field.

User *

Format
 TXT

Step 3 - Select date range

Yesterday Last Week Last 10 Days Last Month **Custom**

Run Report

Downloadable reports

Reports are automatically deleted the day after the Run Date.

Report Type	Run Date	Date Range	Filter	Status
Draft One: AI Generated Drafts	12/01/2025	10/24/2025 - 10/24/2025	Single user	Download

Draft deletion in Axon Evidence

If you have enabled the Apply evidence retention policy setting, draft deletion in Axon Evidence follows your existing evidence retention settings. When the setting is enabled, drafts are deleted automatically when all associated evidence items are deleted. If a draft was generated using multiple evidence items, it remains stored until all related evidence has been deleted.

If your organization uses Draft One in Axon Records, Axon Records drafts are not impacted by this Apply evidence retention policy setting and are instead deleted during the expungement workflow. If your organization uses Draft One in Axon Standards, because Axon Standards reports cannot be expunged, the associated original AI-generated drafts also cannot be deleted and are retained indefinitely.

Drafts not linked to a specific evidence item cannot be deleted. These drafts are retained indefinitely. Drafts that are not configured for automatic purging remain accessible indefinitely.

Drafts can only be deleted automatically, in conjunction with evidence deletion. If your organization's policy requires that reports (and their draft narratives) are retained longer than your evidence items, you should NOT enable the Apply evidence retention policy setting and instead opt to retain all draft narratives indefinitely.

Draft deletion in Axon Records

Drafts in Axon Records are deleted as part of the [expungement](#) and [sealing](#) workflows.

Expungements

When a report or incident is expunged, all associated drafts are automatically deleted.

Seals

If an incident is sealed, the original AI-generated drafts are retained but hidden under the seal, along with the rest of the incident. If a narrative is redacted during a **partial** sealing workflow, the original AI-generated drafts will be deleted in their entirety. If your organization wants to retain these original drafts, you should download and save them before placing the partial seal.

Draft deletion in Axon Standards

Because Axon Standards reports cannot be expunged, the associated original AI-generated drafts also cannot be deleted and are retained indefinitely.

Audit events in Axon Evidence, Axon Records, and Axon Standards

Several new audit trail events will be added for the user, evidence, and agency audit trails in Axon Evidence, as well as events in the Axon Records and Axon Standards audit log to ensure transparent and accurate logging related to Draft One retention actions:

- The current audit trail logs when a user requests Draft One to generate a draft. This event will stay in place, and a new audit trail event will indicate when that draft has been successfully generated.
- New audit events will track whenever original AI-generated drafts are downloaded.
- New audit events will track whenever original AI-generated drafts are deleted.

- New audit events will track when an administrator modifies the draft retention settings in the Admin Panel.
 - These events related to the draft retention settings will only appear in Axon Evidence audit trails and not in Axon Records or Axon Standards audit logs.