



# **Draft One User Guide**

Rev: 18 May 2026

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# What's new

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This guide includes the following updates:

- [Using Draft One suggestions to provide additional details](#)
- [Adjusting the admin settings for using Draft One additional details](#)

# Draft One

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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.

## Axon AI

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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 These outputs may include inaccuracies, limitations, or outdated information.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

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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.) You can also use Draft One to generate a draft a narrative without using evidence and instead

recording a narration describing an incident. 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

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

- **Main navigation menu:** Select **Draft One** in the main navigation menu.
- **Evidence details page:** Open the evidence details page for a specific evidence item and select **Draft One** on the **Overview** tab (below the evidence metadata).
- **Search:** From Evidence search or within a case, find one or more evidence items you want to use as the basis of a Draft One narrative and select the checkboxes. Select **Draft One** at the bottom of the screen.

Watch this [video](#) to learn how to generate drafts in Axon Evidence with Draft One.

## Generate drafts from Axon Records and Axon Standards

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When Draft One is used in Axon Records and Axon Standards, it includes any data you have already entered into the fields in the rest of the report. To create comprehensive and higher-quality drafts, it is recommended to fill out all report fields BEFORE using Draft One.

When you have filled out the report and are ready to generate a draft, open the narrative section and select **Draft One** (below the narrative text entry area).

## Draft generation steps

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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 **Continue without evidence** if you do not want to use evidence files and instead want to only provide narration or type out the details of the incident.

## 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**.

## 3. Additional details

After you provide the incident characteristics, Draft One analyzes the transcripts for the evidence items you selected and prompts you to provide 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. If you provide these details before the draft is generated, you'll save time later because the draft won't require as many revisions.

You can provide additional details in two locations on the Additional details screen:

- **Suggestion text boxes:** Draft One displays a list of suggestions specific to the evidence transcripts. These suggestions are AI-generated, so ignore any that aren't relevant. Type responses to Draft One's suggestions in each of the text boxes.
- **Draft notes:** The larger text box at the bottom of the screen is a combined voice and text space. Use this space to capture any additional context or details. You can switch between narrating and typing when adding information to this field. Don't worry about typos, grammar, or formatting. Just get the facts down, and Draft One will weave them

into your final narrative.

- If you did not select any evidence in step 1, the Additional Details screen does not show transcript-specific suggestions and instead displays a general list of suggested details and the large text box.

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, the microphone icon turns into a red square button. Select this button to pause the recording and view the words you have spoken in the large text box. Add more text by typing or select the microphone icon again to resume recording. You can start and stop recording 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**. If you do not want to provide additional details, instead select **Skip and 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.

## 4. Review draft narrative

Draft One processes 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.

# Best practices

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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, Axon Records, or Axon Standards.

## 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

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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.) You can also use Draft One to generate a draft a narrative without using evidence and instead recording a narration describing an incident. 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 three steps listed below.

Watch this [video](#) to learn about the safeguards you will encounter when using Draft One to generate a narrative for a report.

## Review the draft for accuracy

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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

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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

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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

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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.

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

## Remove obvious errors

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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.

## Make the required amount of changes

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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

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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

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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 afterward 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

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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 (diagonal-pointing arrow) to open the evidence details page in a new tab. If you selected multiple evidence items, select the down arrow to view and switch between items.

When using Draft One in Axon Records or Axon 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 (diagonal-pointing arrow) to open the Axon Evidence details page in a new tab. If you selected multiple evidence items, select the down arrow to view and switch between items.

# Copy or submit narratives generated by Draft One

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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.) You can also use Draft One to generate a draft a narrative without using evidence and instead recording a narration describing an incident. 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).

Watch this [video](#) to learn about the safeguards you will encounter when using Draft One to generate a narrative for a report.

## Copy Draft One narratives in Axon Evidence

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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

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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.***

### 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

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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)

For information about auditing and reporting for Draft One, including viewing the original versions of AI-generated drafts, see [Auditing and reporting](#).

## Settings

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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** in the main navigation menu, and open the Draft One page, which can be found in the **Application settings** section. Changes made to these settings are logged in the [audit trail](#).

### Note

Users who have the **Edit agency settings** permission will see the Draft One 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 field appears on the Select evidence screen when users are searching for evidence to generate a draft narrative. Users can search for evidence belonging to others users or groups with this menu.

## Add details before draft generation

This setting allows an officer to add additional information that will be included in the draft. If you enable this setting, you can also choose whether or not users can generate drafts without evidence.

## 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 <a href="#">create Draft One usage reports</a> .
Search & Reporting Access	Generate User Audit Trail Report	This permission lets users <a href="#">create User Audit Trail reports</a> .
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

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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.

# 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
<b>Draft One request received</b>	User, Evidence	Occurs when a user generates a draft narrative from either Axon Evidence or Axon Records. <ul style="list-style-type: none"> <li>• 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.</li> <li>• Additionally, the audit trail indicates whether or not narration was used</li> </ul>
<b>Signed for a Draft One liability disclosure</b>	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"> <li>• The audit trail includes the full text of the acknowledgment statement.</li> </ul>
<b>Changed Draft One Settings</b>	User, Agency	Occurs when a user updates any of the settings on the Draft One Settings page. <ul style="list-style-type: none"> <li>• The entry includes specific details about which settings were updated.</li> </ul>

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
<b>Draft One request received</b>	User, Report	Occurs when a user generates a draft narrative <ul style="list-style-type: none"> <li>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.</li> <li>Additionally, the audit trail indicates whether or not narration was used</li> </ul>
<b>Signed for a Draft One liability disclosure</b>	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"> <li>The audit trail includes the full text of the acknowledgment statement.</li> </ul>

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

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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.

## 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.