



Draft One User Guide

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What's New

This guide includes the following updates:

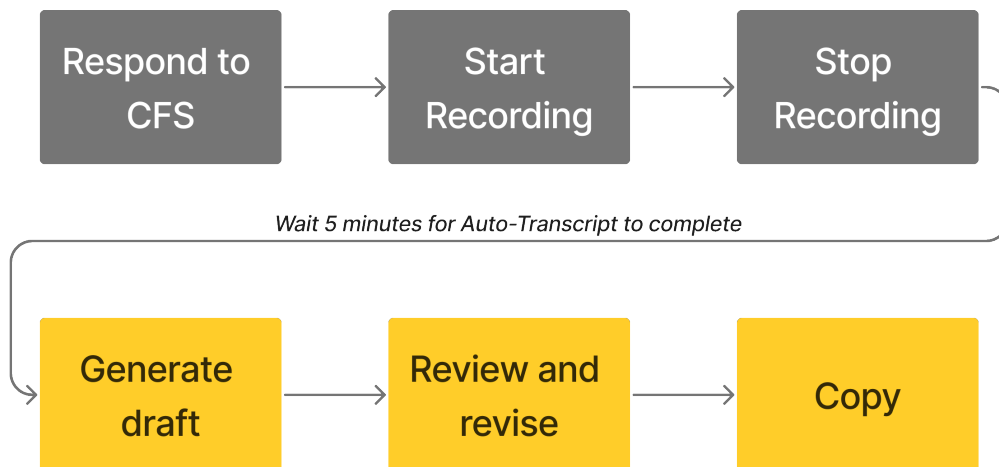
- [Trying narration instead of discarding a draft](#)
- [Clarification of copy to clipboard behavior in Axon Evidence](#)
- [Creating a report to view Draft One usage in Axon Evidence](#)

Draft One Overview in Axon Evidence

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](#) in Axon Evidence that can be carefully [reviewed and revised](#), then [copied](#) into your third-party RMS (Records Management System).

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 open Axon Evidence and 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 safeguards](#) for Draft One and assign [permissions](#) 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](#) for a user or a report.

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

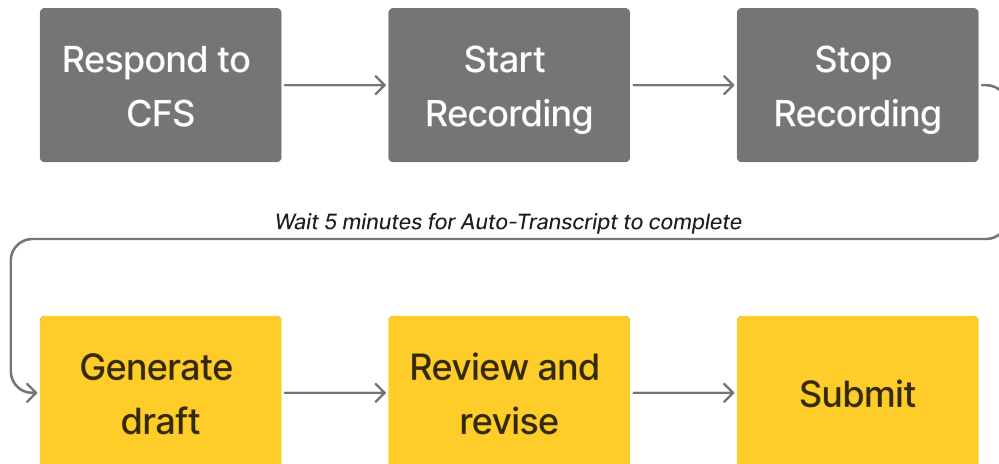
Draft One Overview in Axon Records and Standards

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](#) and insert them into your Axon Records and Standards reports.

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 open Axon Records or Standards and use Draft One to create a draft narrative.

After carefully [reviewing and revising](#) the draft, you can [submit](#) your report for supervisor review.

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



Administrators can [configure safeguards](#) for Draft One and assign [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 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](#).

Draft One 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.

Generate a narrative draft with Draft One in Axon Evidence

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).

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

To generate a draft narrative, first log in to Axon Evidence. 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 is a navigation bar with tabs for EVIDENCE, CASES, RESPOND, ALPR, STANDARDS, RECORDS, MY90, INVENTORY, REPORTS, and ADMIN. Below this is a secondary navigation bar with MY DASHBOARD, SYSTEM USAGE, SYSTEM STATUS, REDACTION, and BULK ACTION ERROR REPORTS. The main content area is titled 'My dashboard' and includes a 'REPORT WRITER' button. Under 'Recent recordings (3)', there is a table with columns for START TIME, END TIME, DURATION, and STATUS. The first row shows a recording from Mar 6, 2025 12:40 PM, ending at 12:42pm, 3 min ago, with a duration of 6m 6s. A 'DRAFT ONE' button is highlighted in yellow in the STATUS column. A modal window titled 'Select Evidence' is open, showing a list of recordings for the last 24 hours. The first recording is selected, and the modal includes a 'CONTINUE' button.

START TIME	END TIME	DURATION	STATUS
Mar 6, 2025 12:40 PM	12:42pm, 3 min ago	6m 6s	DRAFT ONE

Recorded On	Duration	Status
<input checked="" type="checkbox"/> Mar 6, 2025 12:40 PM	6m 6s	Available
<input type="checkbox"/> Mar 6, 2025 12:39 PM	5m 3s	Available
<input type="checkbox"/> Mar 6, 2025 12:39 PM	11m 9s	Available

To generate a draft based on evidence that doesn't appear on the Dashboard, select Report Writer. When Report Writer opens in a new tab, select **Draft One**.

The image shows two overlapping screenshots. The top screenshot is the Axon dashboard, with a navigation bar containing 'EVIDENCE', 'RECORDS', 'ALPR', 'RESPOND', 'MY90', 'CASES', 'INVENTORY', 'REPORTS', 'ADMIN', and 'HELP'. A 'MY ACCOUNT' section in the top right shows 'Last login Nov 20, 2024' and 'SIGN OUT'. Below the navigation bar are tabs for 'MY DASHBOARD', 'SYSTEM USAGE', 'SYSTEM STATUS', and 'REDACTION'. The main content area is titled 'My dashboard' and contains several cards: 'Evidence management', 'Upcoming evidence deletions', 'Case management', and 'My account'. A blue button labeled 'REPORT WRITER' is highlighted with a yellow box in the top right corner of the dashboard.

The bottom screenshot is the 'Report Writer' interface. It has a dark header with the Axon logo and the title 'Report Writer'. Below the header is a toolbar with 'START DICTATION' (with a microphone icon), 'or hold the ~ button to use push-to-talk', 'FIND AND REPLACE', 'CLEAR TEXT', and 'COPY TO CLIPBOARD'. The main area is split into two columns. The left column has a 'Draft One' header and a text input field with the placeholder 'Start typing...'. The right column contains a 'Draft One' section with the instruction 'Generate a draft narrative from the audio recordings of your incident.' and a blue button labeled 'DRAFT ONE' with a plus icon, which is highlighted with a yellow box. Below this are sections for 'Dictation Help' and 'Privacy', each with a dropdown arrow.

You can also open Draft One from the [evidence details page](#) by selecting **Draft One**.

The image shows the 'evidence details page' for a video file. The top navigation bar is the same as in the previous screenshot. Below it are tabs for 'ALL EVIDENCE', 'MY EVIDENCE', 'SHARED EVIDENCE', 'EVIDENCE MAP', and 'COMMUNITY REQUEST'. The main content area displays the following information:

- TITLE:** AXON_Body_2_Video_2019-05-29_1925_3.mp4
- ID:** 98846513
- CATEGORIES:** Traffic Stop
- Actions:** A row of buttons including 'DOWNLOAD', 'DRAFT ONE' (highlighted with a yellow box), 'REASSIGN', 'AUDIT TRAIL', and 'DELETE'. There are also icons for a flag and an eye.
- Manage Access:** 'Manage Access Inside My Agency' with '16' users and an 'EDIT' button.
- Manage Shares:** 'Manage Shares Outside My Agency' with '1' share and a 'SHARE' button.
- Transcript:** A section titled 'Transcript' with 'Clips & Markers'. It includes an 'EDIT TRANSCRIPT' button, a search bar with the placeholder 'Click to search transcript...', and a 'TRANSLATE' button. Below the search bar are tags for 'test (11)', 'city (8)', 'sobriety (3)', 'direction (2)', 'stop (2)', 'arrest (1)', and 'car (1)'. A '+2' button is also present. At the bottom of the transcript section is a 'VERIFIED' badge and the text 'VERIFIED BY SHAW, LYVIA (LSHAW001)'.

At the bottom of the page, there is a video player with a 'Play original file' button and a video thumbnail showing a car with the text '2019-05-30 T01:31:17Z AXON BODY 2 X81390745' overlaid.

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

- 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.
 - 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 select **Narrate Instead** to provide only narration as the basis for the draft.
 - If you select evidence files but still want to narrate and provide additional details, you can do so in the next step.

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

RECORDED ON

Start End RESET FILTERS

<input type="checkbox"/>	ID	Title	Owner	Recorded On	Duration	Status
>	-	Axon Capture Video...	Shaw, Lyvia (L...	Mar 3, 2025 1:45 ...	17s	Transcrip
>	-	Axon Capture Video...	Shaw, Lyvia (L...	Feb 13, 2025 12:4...	1m 3...	Available
∨	-	Axon Capture Audio...	Shaw, Lyvia (L...	Feb 13, 2025 12:3...	17s	Available
>	98846513	AXON_Body_2_Vide...	Shaw, Lyvia (L...	Feb 10, 2025 4:15 ...	5m 3s	Available
>	-	CFS Module Overvi...	Shaw, Lyvia (L...	Oct 22, 2024 10:4...	40m ...	Available
>	-	Park Vandalism.mp4	Jacobson, Chl...	Sep 19, 2024 9:07 ...	3s	AUTO-TI
>	-	(Overlay 1) Park Va...	Jacobson, Chl...	Sep 19, 2024 9:07 ...	3s	No dialo
>	-	release-notes-probl...	Shaw, Lyvia (L...	Aug 27, 2024 4:44...	13m ...	Available

0 file(s) selected

NARRATE INSTEAD CONTINUE

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

4. 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
5. Optionally, select the microphone to narrate and provide additional details. Select the icon again to stop recording.
 - Your narration doesn't need to be perfectly spoken or organized, as if you were dictating. Instead, think of it as an informal voice memo that lets you add all the necessary details to your narrative. Draft One will "clean up" your details and work them into its generated narrative.
 - You can start and stop recording multiple times to provide narration in multiple stages if desired.
 - The audio and transcribed text are not stored in the system or audit logs, although the audit trail does show if narration was given during the draft generation process.
 - See [this video](#) for an overview of using narration.

6. Once you are satisfied with the draft generations settings and have provided all desired narration, select **Generate Draft**.

Draft One ✕

Provide the incident characteristics and adjust the draft generation settings.

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 checked="" 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

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?*

⚠ Due to the length of the transcript(s), a "short" draft is recommended.

<input checked="" type="radio"/> Short <small>Around 200 words</small>	<input type="radio"/> Standard ⚠ <small>300-500 words</small>	<input type="radio"/> More Detail ⚠ <small>600-800 words</small>
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Word counts are approximate and may vary based on the selected files and narration provided.



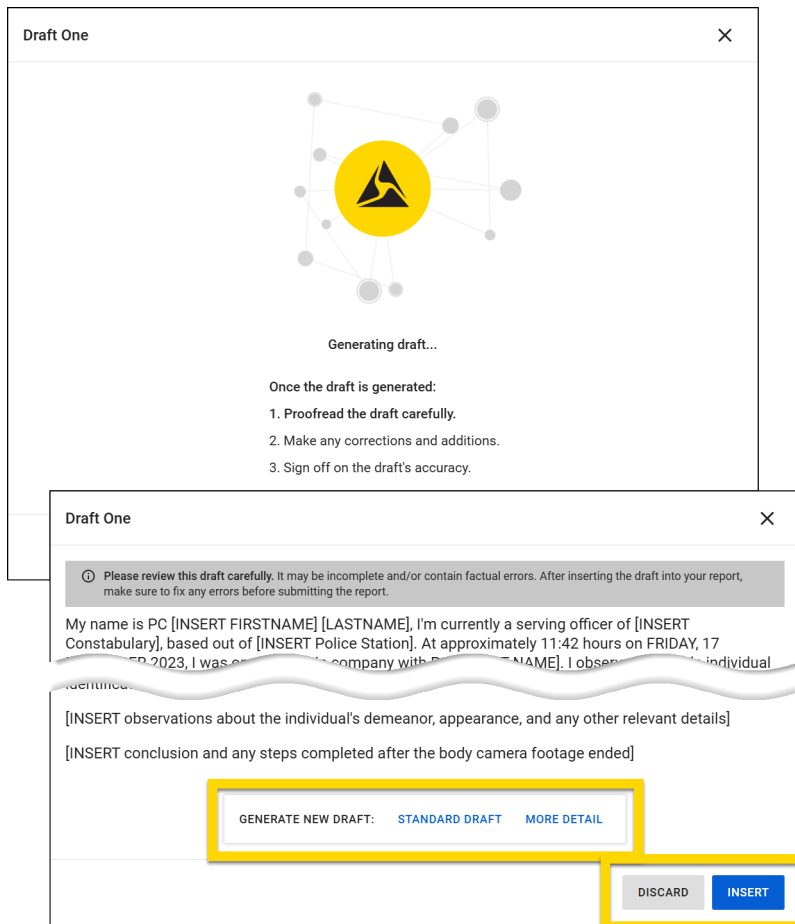
Optionally, select the microphone to narrate and provide additional details.
The audio and transcribed text are not stored in the system or audit logs.

1 file(s) selected - 44 words narrated

BACK
GENERATE DRAFT

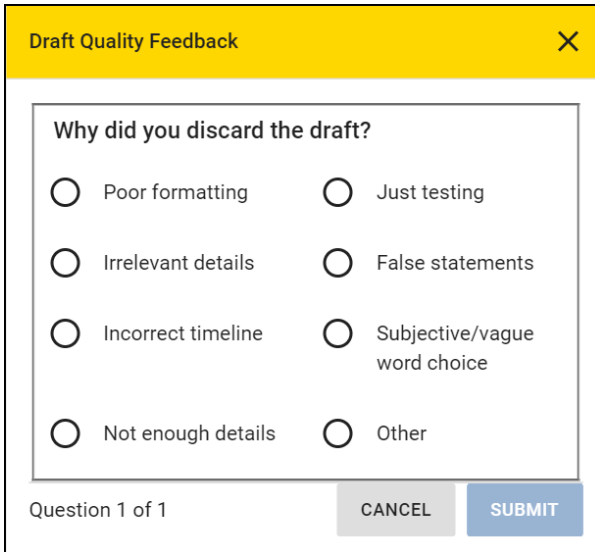
7. Draft One will begin processing the transcripts and narration and generate the narrative draft.
8. When the draft is complete, review it.
- If the draft doesn't contain enough detail, select a new length option (Standard Draft or More Detail) to generate a longer version. To ensure best quality, follow the draft length recommendations from the previous screen.
 - The rank that appears beside your name is auto-inserted based on the rank assigned to you in [Agency Settings](#).

9. If you believe the draft is a good starting point for your final narrative, select **Insert**. Select **Discard** if you believe it would take you longer to revise the draft as opposed to writing the narrative yourself.



10. If you choose to discard the draft, you are given the chance to **Try Narration** to see if providing additional details improves the draft quality.

If you discard a draft, a survey will appear asking you to give a bit of 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.



The image shows a 'Draft Quality Feedback' survey form. It has a yellow header with the title and a close button. The main content area is white with a black border and contains the question 'Why did you discard the draft?' followed by eight radio button options arranged in two columns. At the bottom, there is a 'Question 1 of 1' indicator, a grey 'CANCEL' button, and a blue 'SUBMIT' button.

Draft Quality Feedback ✕

Why did you discard the draft?

Poor formatting Just testing

Irrelevant details False statements

Incorrect timeline Subjective/vague word choice

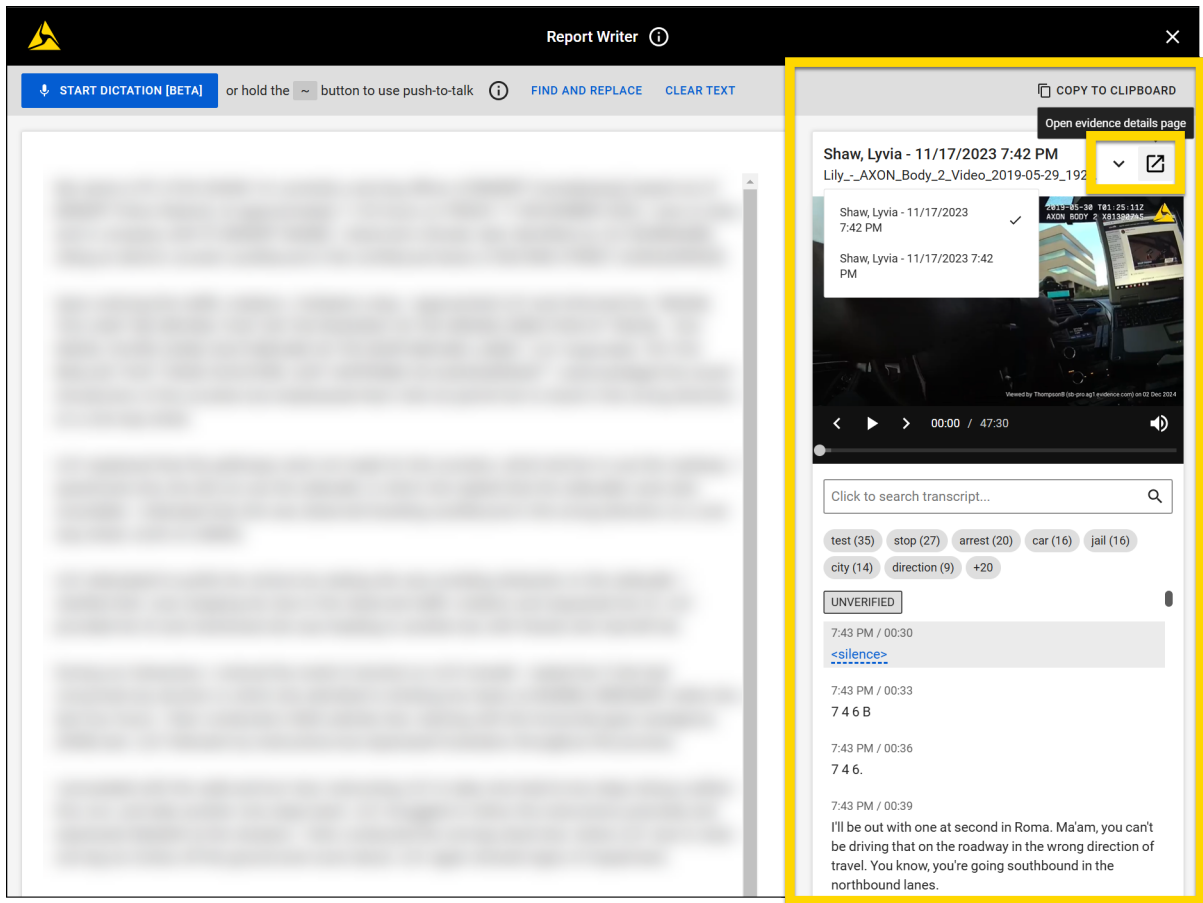
Not enough details Other

Question 1 of 1 CANCEL SUBMIT

After inserting your draft narrative, you can [review and revise](#) it before [copying](#) it to your computer's clipboard to be pasted into your report writing application.

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.



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.

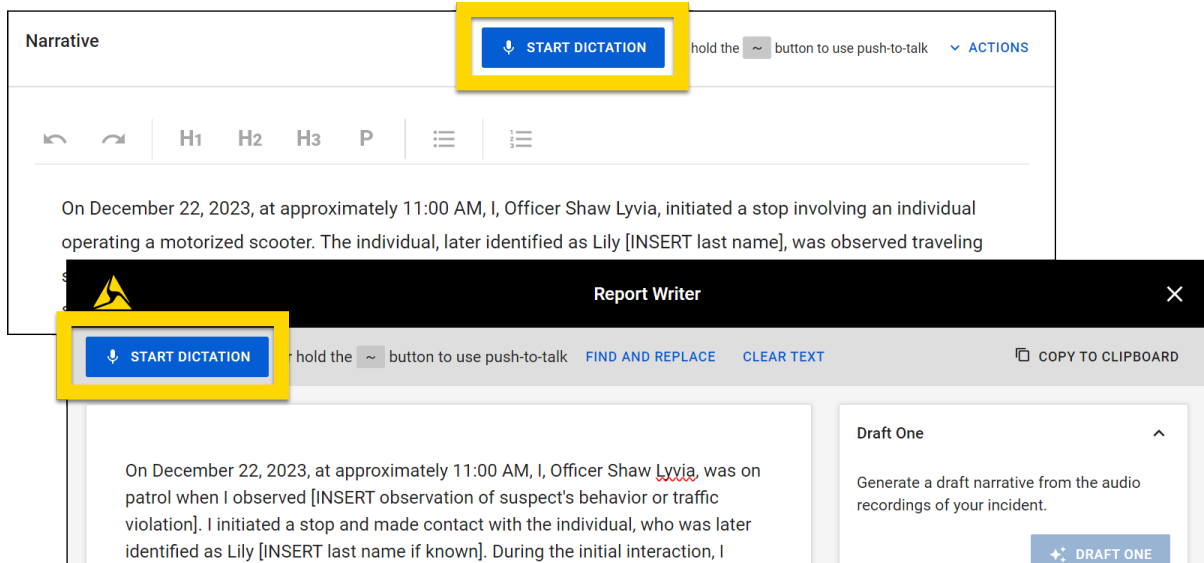
If you are [using Draft One in Axon Evidence](#), your work is NOT saved to the cloud. Instead, it is only stored in your internet browser's tab. This is done intentionally to prevent reports from being stored outside of your organization's third-party RMS (Records Management System).

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 selecting [Start Dictation](#) and speaking.



Review the Transcript

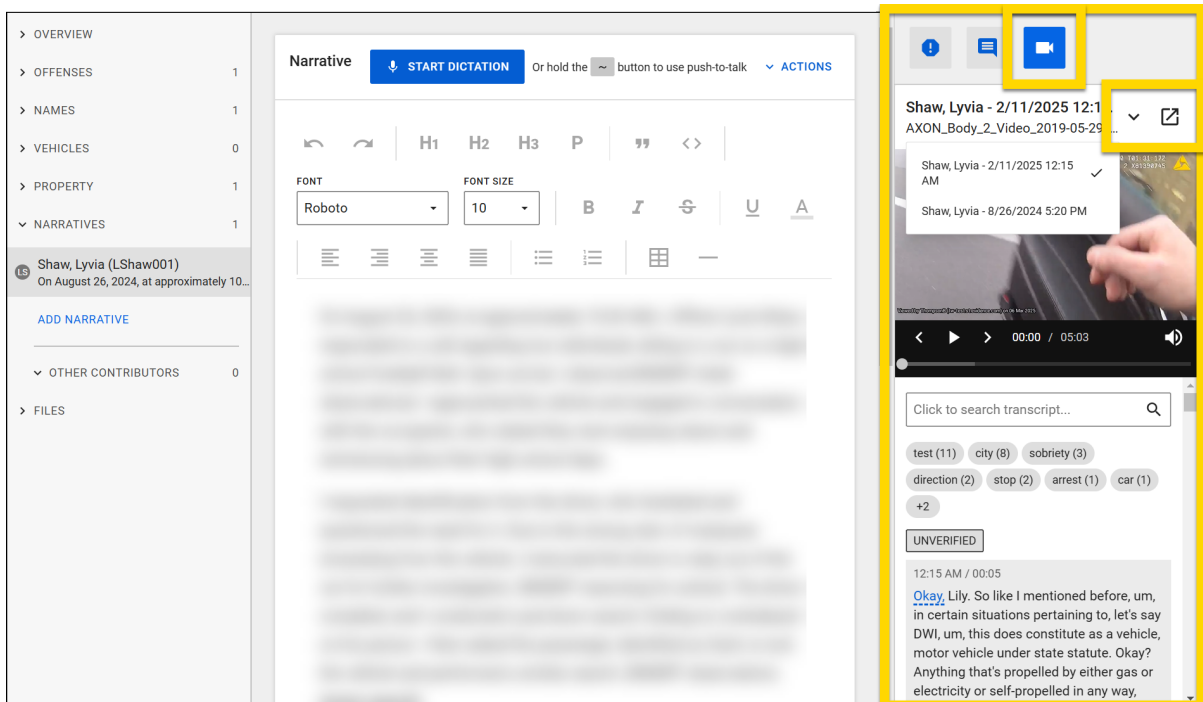
When using Draft One in Axon Evidence, the evidence and its transcript display beside the text area, allowing you to quickly reference the evidence as you make your edits. [Interact with the transcript](#) in the Report Writer window or select the new tab icon to open the

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' application interface. The main window is titled 'Report Writer' and contains a large text area for editing. On the right side, there is a sidebar with a video player and a transcript. The video player shows a video titled 'Shaw, Lyvia - 11/17/2023 7:42 PM' with a thumbnail image of a car. Below the video player is a search bar for the transcript and a list of tags including 'test (35)', 'stop (27)', 'arrest (20)', 'car (16)', 'jail (16)', 'city (14)', and 'direction (9)'. The transcript text includes timestamps and the following content: '7:43 PM / 00:30 <silence>', '7:43 PM / 00:33 7 4 6 B', '7:43 PM / 00:36 7 4 6.', and '7:43 PM / 00:39 I'll be out with one at second in Roma. Ma'am, you can't be driving that on the roadway in the wrong direction of travel. You know, you're going southbound in the northbound lanes.' A yellow box highlights the video player and transcript area, and a red box highlights the 'Open evidence details page' button in the top right corner of 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.



Copy drafts generated by Draft One

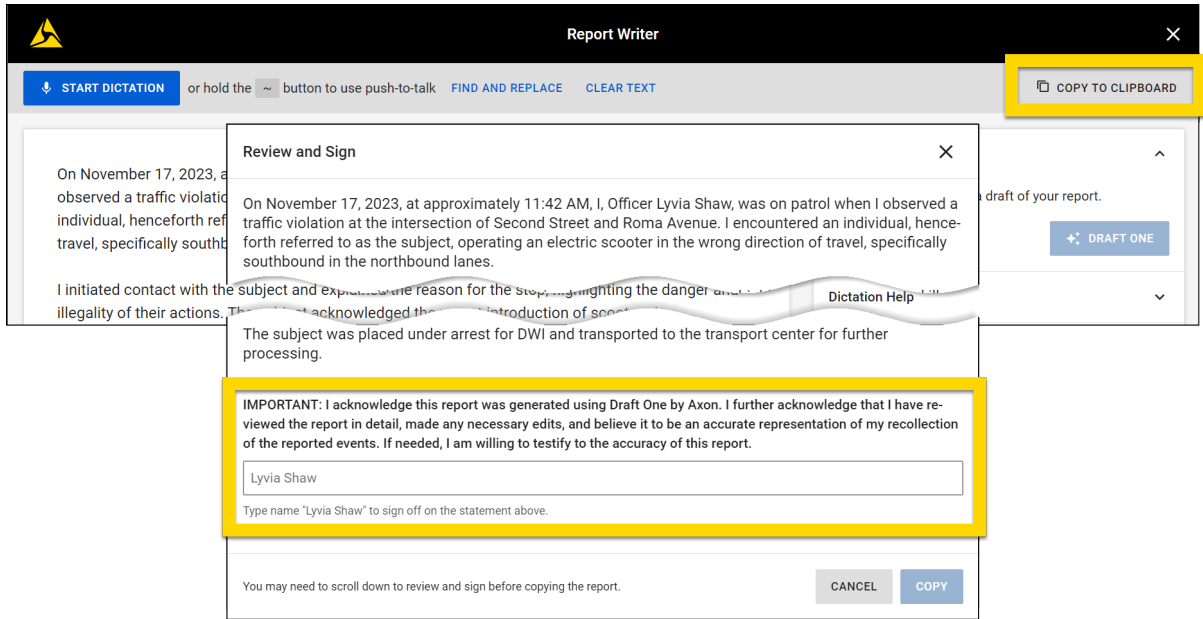
Once your body camera footage is uploaded and the Auto-Transcript is available, you can use Draft One to generate a draft narrative. (Draft One can be used on any playable audio/video files [supported by Axon Evidence](#), not just Axon body camera footage.) After carefully reviewing and revising the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

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.

Generate a narrative draft with Draft One in Axon Records

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).

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

The screenshot shows the Axon Records interface for an incident report. The main content area is titled 'Narrative' and features a 'START DICTATION' button. Below this is a rich text editor with various formatting options. The 'Draft One' section is visible at the bottom, with a 'DRAFT ONE' button highlighted in yellow. The sidebar on the left shows the 'NARRATIVES' section with a yellow box around the 'Shaw, Lyvia (LShaw001)' entry.

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

1. 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.
 - 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.
2. Select **Continue** after choosing one or more pieces of evidence, or select **Narrate Instead** to provide only narration as the basis for the draft.
 - If you select evidence files but still want to narrate and provide additional details, you can do so in the next step.

The screenshot shows the 'Select Evidence' dialog box. At the top, there are tabs for 'Suggested', 'Search', and 'Selected'. Below the tabs are search filters for ID, Title, and User or Group. There are also date pickers for 'RECORDED ON' and a 'RESET FILTERS' button. A table lists evidence items with columns for ID, Title, Owner, Recorded On, Duration, and Status. A media player is visible for the selected item. At the bottom, there are two buttons: 'NARRATE INSTEAD' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a yellow box.

ID	Title	Owner	Recorded On	Duration	Status
> <input type="checkbox"/>	- Axon Capture Video...	Shaw, Lyvia (L...	Mar 3, 2025 1:45 ...	17s	Transcrip
> <input type="checkbox"/>	- Axon Capture Video...	Shaw, Lyvia (L...	Feb 13, 2025 12:4...	1m 3...	Available
▼ <input type="checkbox"/>	- Axon Capture Audio...	Shaw, Lyvia (L...	Feb 13, 2025 12:3...	17s	Available
> <input type="checkbox"/>	98846513 AXON_Body_2_Vide...	Shaw, Lyvia (L...	Feb 10, 2025 4:15 ...	5m 3s	Available
> <input type="checkbox"/>	- CFS Module Overvi...	Shaw, Lyvia (L...	Oct 22, 2024 10:4...	40m ...	Available
> <input type="checkbox"/>	- Park Vandalism.mp4	Jacobson, Chl...	Sep 19, 2024 9:07 ...	3s	AUTO-TI
> <input type="checkbox"/>	- (Overlay 1) Park Va...	Jacobson, Chl...	Sep 19, 2024 9:07 ...	3s	No dialo
> <input type="checkbox"/>	- release-notes-probl...	Shaw, Lyvia (L...	Aug 27, 2024 4:44...	13m ...	Available

3. Provide information about the type of incident, including Incident type, charge severity, and whether or not an arrest was made.
4. 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

5. Optionally, select the microphone to narrate and provide additional details. Select the icon again to stop recording.

- Your narration doesn't need to be perfectly spoken or organized, as if you were dictating. Instead, think of it as an informal voice memo that lets you add all the necessary details to your narrative. Draft One will "clean up" your details and work them into its generated narrative.
- You can start and stop recording multiple times to provide narration in multiple stages if desired.
- The audio and transcribed text are not stored in the system or audit logs, although the audit trail does show if narration was given during the draft generation process.
- See [this video](#) for an overview of using narration.

6. Once you are satisfied with the draft generations settings and have provided all desired narration, select **Generate Draft**.

Draft One ×

Provide the incident characteristics and adjust the draft generation settings.

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 checked="" 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

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?*

⚠ Due to the length of the transcript(s), a "short" draft is recommended.

<input checked="" type="radio"/> Short Around 200 words	<input type="radio"/> Standard ⚠ 300-500 words	<input type="radio"/> More Detail ⚠ 600-800 words
--	---	--

Word counts are approximate and may vary based on the selected files and narration provided.



Optionally, select the microphone to narrate and provide additional details.
The audio and transcribed text are not stored in the system or audit logs.

1 file(s) selected - 44 words narrated

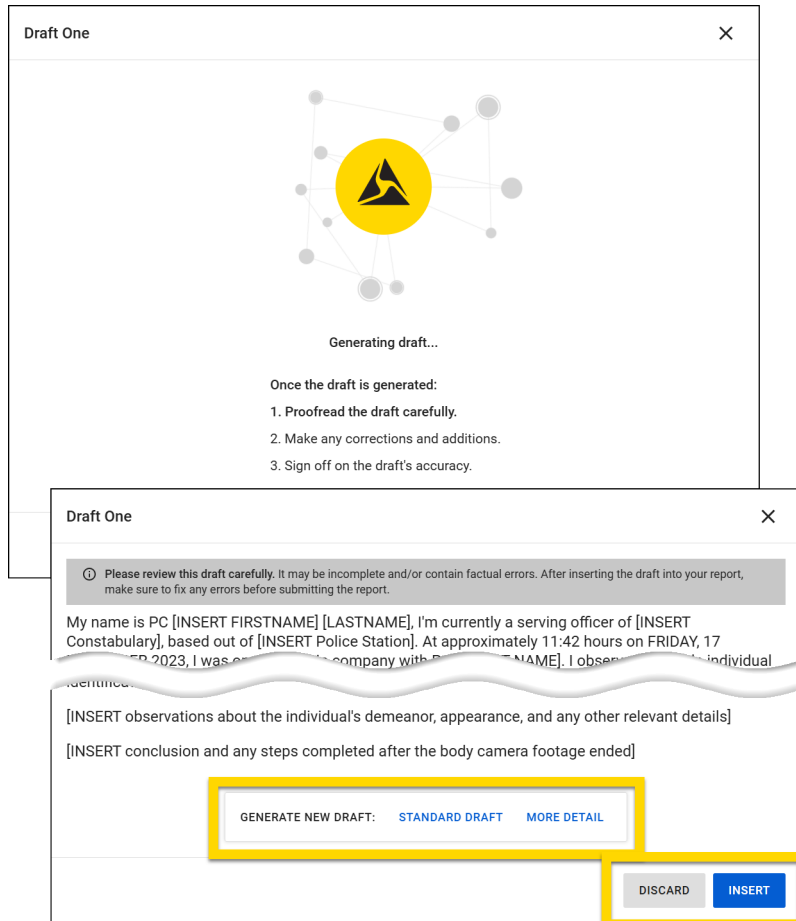
BACK
GENERATE DRAFT

7. Draft One will begin processing the transcripts and narration and generate the narrative draft.

8. When the draft is complete, review it.

- If the draft doesn't contain enough detail, select a new length option (Standard Draft or More Detail) to generate a longer version. To ensure best quality, follow the draft length recommendations from the previous screen.

- The rank that appears beside your name is auto-inserted based on the rank assigned to you in [Agency Settings](#).
9. If you believe the draft is a good starting point for your final narrative, select **Insert**. Select **Discard** if you believe it would take you longer to revise the draft as opposed to writing the narrative yourself.

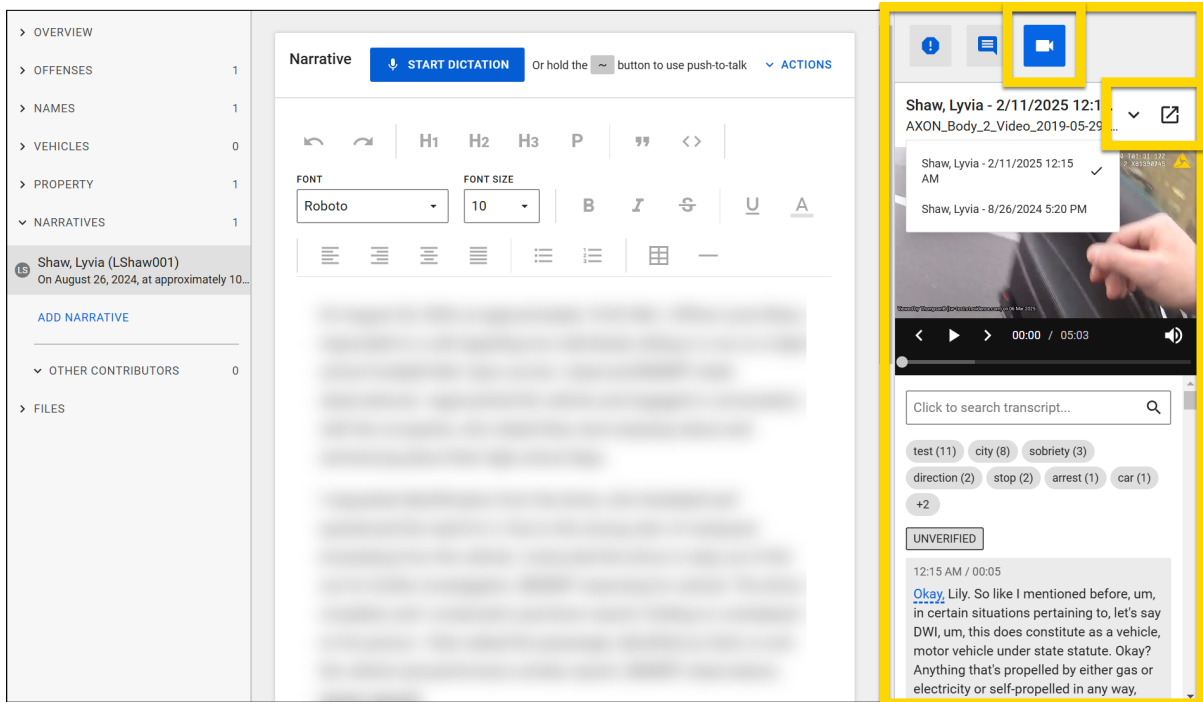


10. If you choose to discard the draft, you are given the chance to **Try Narration** to see if providing additional details improves the draft quality.

After inserting your draft narrative, you can [review and revise](#) it before [submitting](#) the report for supervisor review.

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.



WARNING

Due to processing limitations, Draft One can only be used once per report. If you insert a generated draft and later decide to remove it, you will not be able to use Draft One to generate a new draft.

If you discard a draft, a survey will appear asking you to give a bit of 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.

The 'Draft Quality Feedback' survey form is displayed. It has a yellow header with the title and a close button. The main question is 'Why did you discard the draft?'. Below the question are eight radio button options arranged in two columns: 'Poor formatting', 'Just testing', 'Irrelevant details', 'False statements', 'Incorrect timeline', 'Subjective/vague word choice', 'Not enough details', and 'Other'. At the bottom of the form, it says 'Question 1 of 1' and has two buttons: 'CANCEL' and 'SUBMIT'.

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 Lyvija 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 Lyvija 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.

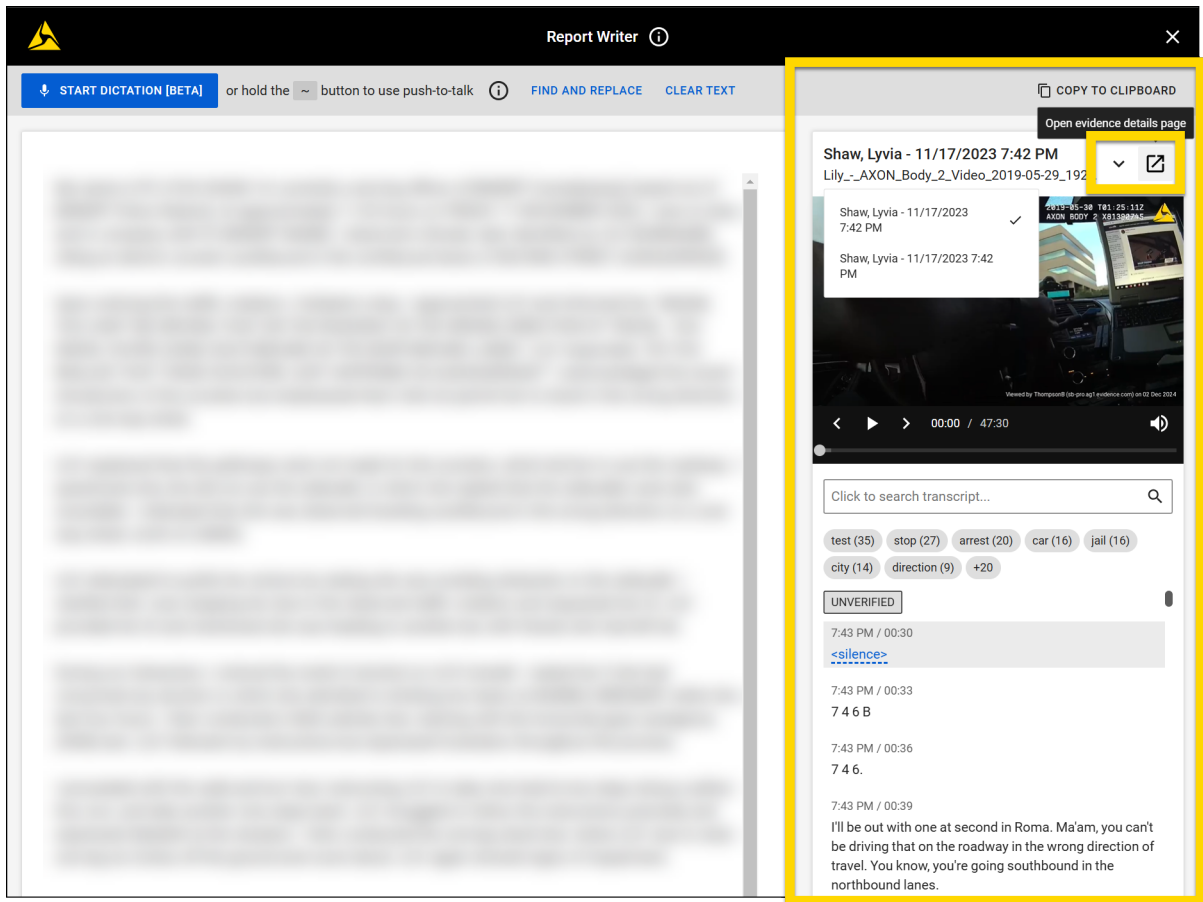
Use Dictation

When updating the draft narrative, you can quickly add text by selecting [Start Dictation](#) and speaking.

The screenshot displays the 'Report Writer' interface. At the top, a 'Narrative' section contains a blue 'START DICTATION' button with a microphone icon, highlighted with a yellow box. Below this is a rich text editor with various formatting options (undo, redo, H1, H2, H3, P, bulleted list, numbered list) and a text area containing a draft narrative snippet: 'On December 22, 2023, at approximately 11:00 AM, I, Officer Shaw Lyvia, initiated a stop involving an individual operating a motorized scooter. The individual, later identified as Lily [INSERT last name], was observed traveling...'. A 'Draft One' popup window is overlaid on the bottom right, also featuring a yellow-highlighted 'START DICTATION' button. The popup contains the text: 'Draft One', 'Generate a draft narrative from the audio recordings of your incident.', and a 'DRAFT ONE' button at the bottom right.

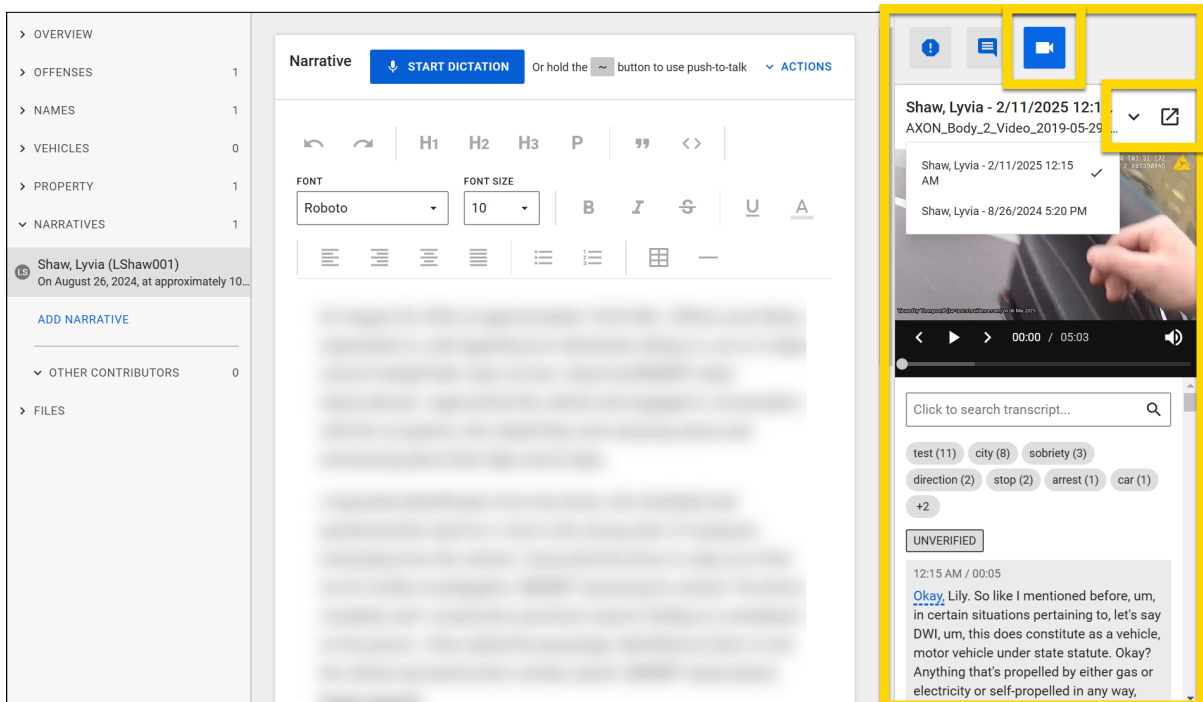
Review the Transcript

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.



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.



Submit reports with Draft One narratives for supervisor review

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).

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

H1 H2 H3 P " " < > B I U [List Icons]

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.

If you discard a draft, a survey will appear asking you to give a bit of 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 Quality Feedback ✕

Why did you discard the draft?

<input type="radio"/> Poor formatting	<input type="radio"/> Just testing
<input type="radio"/> Irrelevant details	<input type="radio"/> False statements
<input type="radio"/> Incorrect timeline	<input type="radio"/> Subjective/vague word choice
<input type="radio"/> Not enough details	<input type="radio"/> Other

Question 1 of 1

CANCEL SUBMIT

Draft One 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)

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/Standards). You can also [create a report](#) from Axon Evidence that shows Draft One usage by your organization's users.

Draft One Settings

Draft One has the following settings you can configure to ensure it is used responsibly by your organization's users:

- [Officer acknowledgement](#)
- [Obvious errors](#)
- [Block incident types](#)
- [Minimum change requirement](#)
- [User Settings](#)
- [Formatting](#)

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 shows 'System Administration' and 'Agency Settings', with 'Draft One Settings' highlighted. The main content area displays the 'Draft One Settings' page, including sections for Safeguards, Officer Acknowledgement, and Intentionally Insert Obvious Errors for Removal.

TIP

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
 - Other
- 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](#)

<input type="checkbox"/>	ID	Title	Owner	Recorded On	Duration	Status
<input type="checkbox"/>	-	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 a piece of evidence to generate a draft.

Formatting

The settings in this section let you manage how drafts are formatted.

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

Permissions control whether a user can generate draft narratives with **Draft One** from the **Report Writer** section of Axon Evidence. To assign this permission:

1. Log in to Axon Evidence and select **Admin** from the top menu.
2. In the **Agency Settings** section, select **Roles & Permissions**.
3. Select the pencil icon on the role that needs to be able to use Draft One.
4. Scroll down to the **Draft One** section and select *Allowed* beside the **Use Draft One** permission.
5. Select **Save**.

The screenshot displays the Axon Evidence Admin interface. The top navigation bar includes 'ADMIN' and 'HELP'. The left sidebar shows 'System Administration' with 'Roles & Permissions' selected. The main content area shows a table of roles with columns for 'PRO LICENSES', 'BASIC LICENSES', 'A LA CARTE STORAGE', and 'UNLIMITED STORAGE'. A role with ID '00002testrole' is highlighted. A 'Configure Role' modal is open, showing the role name '00002testrole' and tier 'Pro'. The 'Draft One' section is expanded, and the 'Use Draft One' permission is set to 'Allowed'. The 'SAVE' button is visible at the bottom of the modal.

TIP 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.

View the audit trail 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.

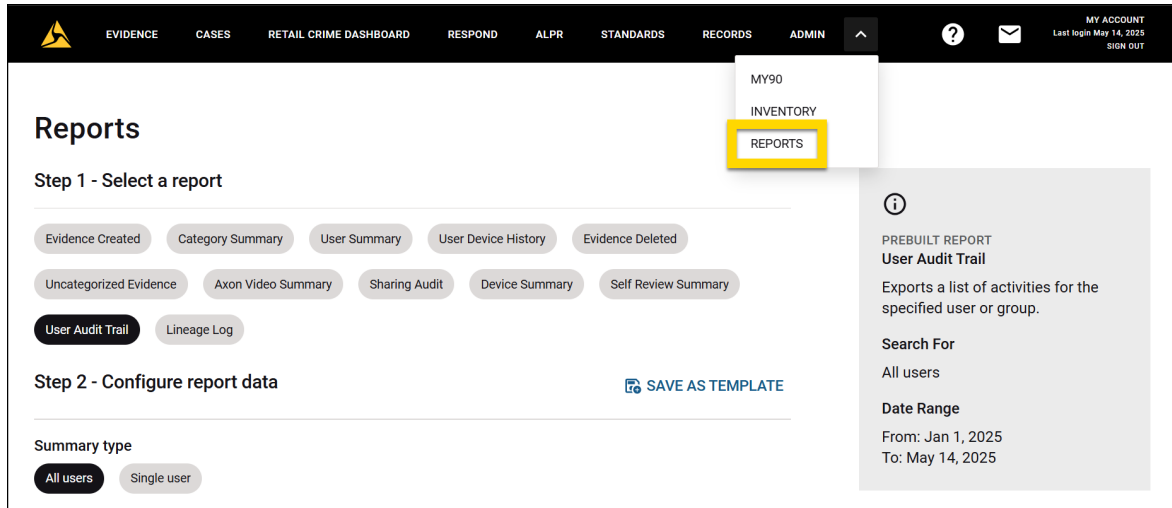
For more information about viewing audit trails in Axon Evidence, see:

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

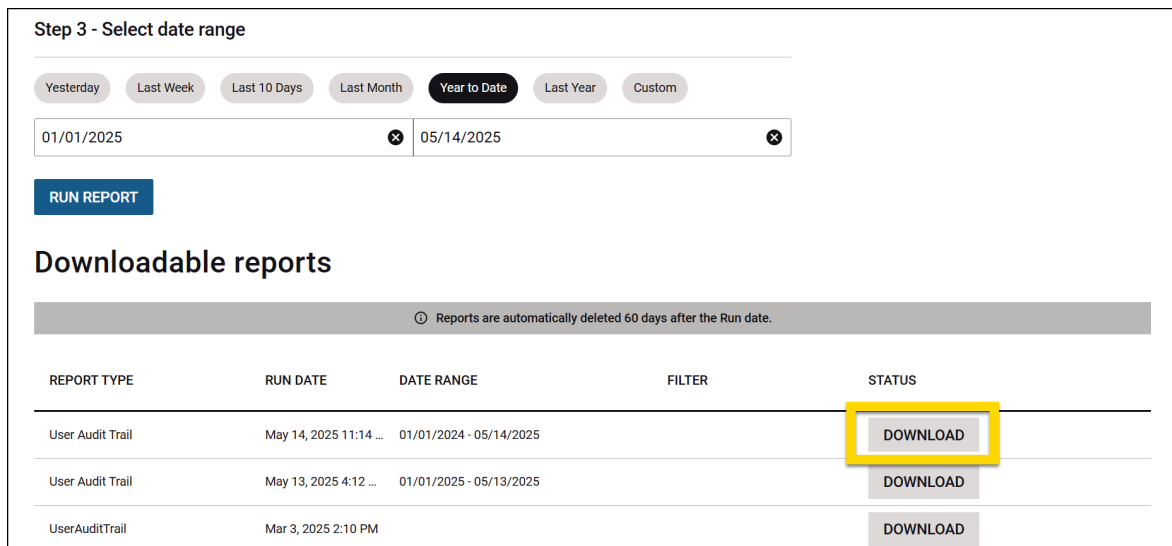
Create Draft One usage reports

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 for multiple users.

1. Log in to Axon Evidence and select **Reports** from the navigation menu.



2. Select **User Audit Trail**.
3. Select **All Users**.
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**.



REPORT TYPE	RUN DATE	DATE RANGE	FILTER	STATUS
User Audit Trail	May 14, 2025 11:14 ...	01/01/2024 - 05/14/2025		DOWNLOAD
User Audit Trail	May 13, 2025 4:12 ...	01/01/2025 - 05/13/2025		DOWNLOAD
UserAuditTrail	Mar 3, 2025 2:10 PM			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](#)

NOTE

This report only includes Draft One usage in Axon Evidence. To view usage in Axon Records, [download an audit log from the Administrator Console](#).

Assign privileges

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

1. Open the Administrator Console in Records or 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 illustrates the steps to grant the 'Generate draft narratives using Draft One' privilege:

1. Select 'Command Hierarchy & Teams' in the sidebar.
2. Search for the team 'officer'.
3. Select the 'OFFICER' team.
4. Search for the category 'narrative'.
5. Select the 'Reports - write' privilege.
6. Select the 'Allow' option for 'Generate draft narratives using Draft One'.

View the audit log in Axon Records

There are several different entries that appear in the Axon Records/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](#).