



**INTERAGENCY AGREEMENT**  
*BETWEEN*  
**THE OFFICE OF THE STATE ATTORNEY**  
**TWENTIETH JUDICIAL CIRCUIT**  
*AND*  
**CLEWISTON POLICE DEPARTMENT**  
**FOR THE ELECTRONIC TRANSMISSION OF**  
**DIGITAL MEDIA AND CASE FILE DATA**

Since May 1, 2021, the official means by which the Office of the State Attorney (hereinafter “SAO20”), receives video evidence, such as body camera and in-car camera videos is through our Evidence.com (Axon) account. For the Law Enforcement Agencies that do not utilize Evidence.com (Axon), SAO20 does not access 3<sup>rd</sup> party systems, physical media devices, or download links to retrieve this information. Law Enforcement Agencies without their own Axon site may be provided an SAO20 issued Axon account, guidelines, and training, to import and then share media evidence to SAO20. Items deemed too large to upload through the Document Exchange Portal (hereinafter “DEP”), are no longer accepted on physical media devices (such as discs, usb/flash drives, or hard drives) and may only be shared electronically via the agency issued Axon account, eliminating the need for transportation and transmission of physical media devices. This agreement does not eliminate use of the DEP for transmission of non-body worn camera and in-car camera media evidence.

It is each individual agency’s responsibility to possess the hardware and software necessary to administer this policy. Appropriate and reasonable quality assurance procedures must be in place to ensure that only complete, accurate, and valid information is transmitted through these systems.

Both agencies are FDLE (CJIS) recognized Criminal Justice Agencies and attest that the information will remain confidential. Should any employee violate this confidentiality, they will be disciplined accordingly. To ensure continued access as set forth above, the designated interface agency agrees to adhere to all CJIS policies, as set forth in the FBI CJIS Security Policy and FDLE CJIS Criminal Justice User Agreement.

**Effective August 4, 2025, both parties agree that CLPD will transmit case information electronically through Axon and the DEP as outlined throughout this agreement and the attached policy, and SAO20 commits to receive the information electronically through the same methods.**

**Specific guidelines for electronic transmission are outlined within the policy attachment for this interagency Memorandum of Understanding.**

In the event of computer outage or natural disaster, the SAO20 will accept information in paper or physical format.

**Termination:** Either party may terminate this agreement upon 30-days written notification to the other party. The participant may terminate this agreement by delivering written notice to the SAO Executive Director.

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Amira D. Fox, State Attorney  
Twentieth Judicial Circuit

***Date:***

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Tom Lewis, Police Chief  
Clewiston Police Department

***Date:***



# Digital Media and Case Files Transmission Policy

## State Attorney's Office, 20<sup>th</sup> Judicial Circuit

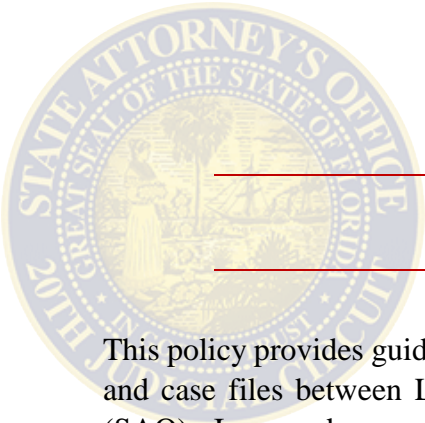
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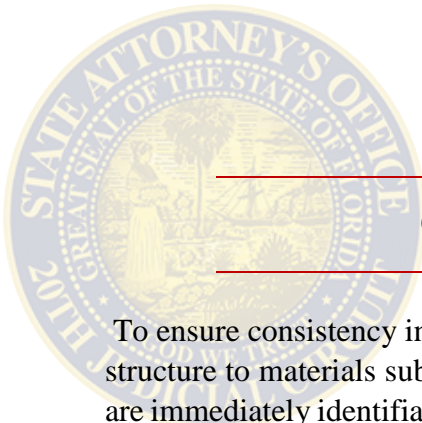


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## Policy Summary

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This policy provides guidelines that will govern the exchange and/or transmission of digital media and case files between Law Enforcement and the 20<sup>th</sup> Judicial Circuit State Attorney's Office (SAO). In accordance with *Florida Criminal Rule of Procedure 3.115, Duties of State Attorney; Criminal Intake*, the guidelines set-forth in this policy were developed in conjunction with the ***Electronic Exchange of Discovery and Case Related Materials for the Document Exchange Portal (DEP)*** Memorandum of Understanding for Law Enforcement.



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## Organization of Digital Media and Case Files

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To ensure consistency in both reference and organization, these guidelines provide standards and structure to materials submitted to the SAO for review. The aim is to ensure that individual files are immediately identifiable in relation to the corresponding case as well as for discovery purposes in the prosecution. Following the formula below guarantees the organization of digital media and case files.

1. All case files and/or media submitted to the 20<sup>th</sup> Judicial Circuit SAO must be accompanied with identifying information such as:
  - a. Law Enforcement Agency Name and Agency - Issued Number,
  - b. Defendant Name(s) (if known),
    - i. Including reference to co-defendant(s) name(s) when appropriate,
    - ii. Co-Defendant files should be provided together, as one submission,
2. Digital Media must be organized in sub-folders based on media type or media reference--for instance, Body Camera Videos, Witness Statements, and/or Scene Photos,
  - a. Exceptions include when there are 10 files or less,
  - b. Individual files within sub-folders should be free of duplication,
3. Individual digital media files must include unique identifiable file names and/or numerical reference.

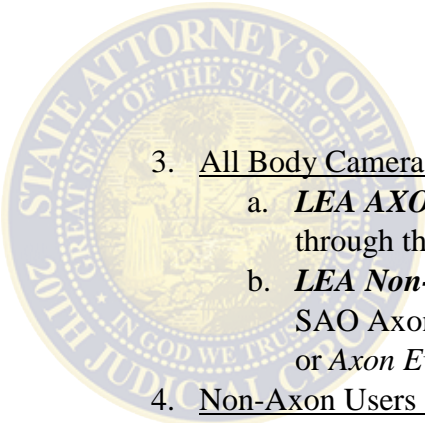
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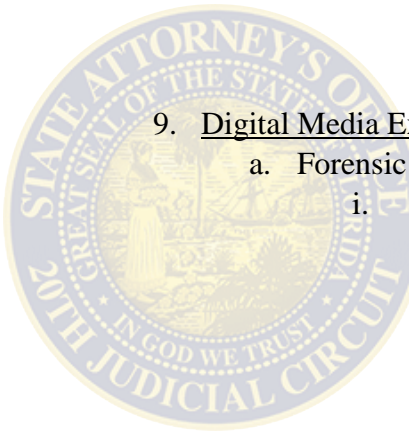
## Transmission of Case Materials and Digital Media

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All case related materials should be submitted to the State Attorney's Office, 20<sup>th</sup> Judicial Circuit, upon submission of a case review and/or arrest.

1. Document Files: all files in document or pdf format (to include but not limited to case reports, affidavits, and written statements) should be submitted through the Document Exchange Portal (DEP).
2. Digital Media: such as photos, audio recorded statements, and video recordings may be submitted through the DEP, Law Enforcement Agency (LEA) established Axon site (account) or may be submitted through the provided *SAO Axon Ingestion account*, while adhering to the *Organization of Digital Media and Case Files* as outlined above. Digital media should not be transmitted via download links or physical media devices, such as disc (CDs or DVDs), usb/flash drives, or hard drives.
  - a. *Document and Media files should be transmitted separately and not zipped together.*
  - b. *The Document Exchange Portal size limitation is 2GB.*

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3. All Body Camera and/or In-Car Camera Videos:
    - a. **LEA AXON Users:** such digital media must be transmitted via partner share through the LEA established Axon (Evidence.com) account.
    - b. **LEA Non-AXON Users:** such digital media must be uploaded to the provided SAO Axon Ingestion site (Evidence.com account) through the web import feature or *Axon Evidence Upload XT* Application and transmitted via partner share.
  4. Non-Axon Users (SAO Provided Accounts): account access for submission will be provided by the SAO to the appropriate LEA. Established Axon users must submit cases via Partner Share to the 20<sup>th</sup> Judicial Circuit (FL) State Attorney's Office Agency and Evidence, SAO (9999) group, which is associated with the SAO20 [mediaevidence@sao20.org](mailto:mediaevidence@sao20.org) account.
  5. Proprietary Media: that requires its own player must be transmitted after being compressed into a .zip file with the respective media player included therein.
  6. Non-proprietary Media: such as, photos, audio recordings, videos, etc. shall be transmitted in their native format and not compressed, to permit the functionality of transcription when applicable.
  7. Submission Timeframe: Digital Media and Investigative Reports shall be transmitted as soon as available and at the same time, even when different platforms (such as the DEP or AXON) are utilized for submission.
  8. Data Extractions and Explicit Materials:
    - a. From cellular phones, other mobile devices, hard drives, and/or other digital data storage device(s):
      - i. It is the responsibility of Law Enforcement to specify the existence of such data evidence within the respective original case (or supplemental) reports. By default, Law Enforcement must submit data extractions specific to "pertinent evidence" for the case to the SAO for review. If additional data files from the associated data extraction(s) exist, it should be noted within the respective report that it is available for inspection.
        1. Entire (whole) data extractions (beyond pertinent evidence) shall only be submitted to the SAO for review after specific request by the SAO.
        2. Pertaining to transmission for review, *in-part and in-whole*, refer to the guideline below:
          - a. *in part (pertinent evidence):* after review by law enforcement, and after files are identified as pertinent evidence, extracted data evidence may be provided through electronic means via the DEP or Axon, with the ***exclusion of explicit materials.***
          - b. *in whole (all data files):* must be transmitted via Axon with the ***exclusion of explicit materials.***



9. Digital Media Exceptions:

- a. Forensic Child Interview / Child Protection Team (CPT) Video File(s) -
  - i. Should be uploaded to the DEP in Windows Media Viewer (wmv.) format for all arrest cases, warrant requests, and agency reviews using the following *description*: “Video (Child Interview – Victim Initials)”. These video files should not be imported or transmitted to SAO20 via Axon. When utilizing the DEP for transmission, the following fields must be selected, *Document Type*: “Investigation”, and *Sub Type*: “Video – CPT”.
- b. Explicit Digital Images –
  - i. Only “Clean Copies” of materials will be accepted by SAO20. Extracted materials shall not include any *Child Sexual Abuse Materials (CSAM)*. For disclosure purposes, the State must be put on notice if there are explicit digital media materials in Law Enforcement possession as part of an investigation. If available, please submit investigative report summaries; do not submit explicit digital media materials to SAO20.
  - ii. Medical images or photos containing nudity taken by law enforcement such as those taken as a result of body search warrant or medical exam shall be provided.

10. Criminal Justice Information (hereinafter “CJI”) and Criminal History Record Information (hereinafter “CHRI”):

- a. CJI and CHRI (including, but not limited to, police records with personal identifying information such as driver’s license information, social security numbers, and NCIC/FCIC information) shall not be transmitted to SAO20 through Axon/Evidence.com.

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**Notification of Program Usage/ Procedure Change**

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It is incumbent upon each Law Enforcement Agency to notify the SAO when access to the SAO established AXON account is required to transmit digital media files, in an effort to ensure proper accounts are set up and inter-agency procedures are established. Notification must be sent to [mediaevidence@sao20.org](mailto:mediaevidence@sao20.org).