

	<b>SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM</b>	<b>Approval Date</b> 1/1/2018
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING</b>	<b>Revision Date</b> 9/16/2022

**COMMODITY OR SERVICE** Draft One (AI) Add-on Software

**VENDOR** AXON Enterprise, Inc.

**AMOUNT OF PURCHASE \$** \$618,408.00

**REQUESTORS NAME** Cmdr. Tim Gorman

**DEPARTMENT** Police Department

**DEPARTMENT DIRECTOR's Approval** DocuSigned by: Tim Gorman for Chief Cauley

**FINANCE DEPARTMENT's Approval** DocuSigned by: Trish Muller \_\_\_\_\_

**TOWN MANAGER's (or Designee) Approval** DocuSigned by: David L. Cortiss \_\_\_\_\_

**TOWN COUNCIL's Approval, when necessary** \_\_\_\_\_

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input checked="" type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

**Per Municipal Code 3.02.060:**

*Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.*

*Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.*

*Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.*

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

The Police Department currently uses Axon software for body-worn camera. The Axon Draft One software is an add-on that would allow artificial intelligence to integrate with body-worn camera footage to generate police reports for officers.

Draft One is a force multiplier for officers, leveraging generative AI and body-worn audio to produce high-quality draft report narratives in seconds, creating a more concise and consistent report. Officers are able to create a single Draft One narrative from one or more body-worn camera recordings. The AI generated report uses good grammar and spelling, and since it is drafted from the body-worn video, it does not forget details. While AI technology can be helpful in taking complex and time-consuming tasks, the software is not perfect. Draft One was developed with a range of critical safeguards and it requires every report to be reviewed by the Officer. In a conducted study to include independent experts, Draft One reports showed to be equal to officer-only reports in terms of comprehensiveness, neutrality, and objectivity. Draft One can help CRPD improve the quality and consistency of our reports and reduce the amount of time needed to write them. This gives officers more time in the community and more time to respond to calls.