



Kent and Essex Police Digital Asset Management System (DAMS)

Guidance for Businesses

On 21 September 2022 Kent and Essex Police launched a new Digital Asset Management System (DAMS).

DAMS is a single system for both forces to receive, store, manage and share digital assets in relation to both crime and non-crime matters, including CCTV, doorbell footage, mobile phone footage and many more.

What does this mean for businesses?

When local businesses use DAMS to provide digital evidence to Kent and Essex Police, there are several benefits:

- More efficient processes for submitting digital evidence to the police.
- The prompt submission of digital evidence leads to earlier investigation outcomes.
- Reduces the requirement to provide digital evidence on a disc or USB.
- Improved security of the digital evidence provided to the police via a full auditable, secure cloud-based system.

How can businesses submit digital evidence to the police using DAMS?

- Report a crime or incident to the police as per normal processes (999/101/via website)
- An officer will then contact you to determine if you have any digital evidence, such as CCTV.
- The officer will send you an email or text containing a link for you to upload the digital evidence directly to DAMS.
- Once you have uploaded your evidence to DAMS the officer will get an automatic notification via email, where they can then immediately access and view the evidence.
- At the point of upload to DAMS, the police will become the data controller of the footage and will have responsibility to manage the evidence in accordance with data protection legislation.

Additional information for businesses using DAMS.

- Time is critical, and evidence should be provided at the earliest opportunity. The link is only active for 10 days, once expired an officer will need to send you a new link.
- Ensure that the digital evidence provided to the police is of a sufficient quality, to assist with any potential investigation.
- On certain occasions there may be reasons why DAMS cannot be used to submit digital evidence to the police. In these circumstances, businesses can still use disc/USB to provide evidence to the police.



**Kent
Police**



**ESSEX
POLICE**

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How will it work?

- An email will be sent to a nominated email address from noreply@communityrequest.evidence.com
- It will contain a link to View the Request, which will remain valid for 3 days and brief details of the request. The full details, including the officers contact details, will be available when you click on the View Request link. Example:



KENT POLICE AND ESSEX POLICE

Evidence Submission Request

Hello D Smith,

D. Wright has requested evidence from you. Please use the link provided to view your request and submit evidence.

If you have questions, please contact Kent Police and Essex Police with Community Request ID 46/*****/24.

[View Request](#)

-Link is valid for 10 days

Here is a description to assist you: Offence: 01/01/2024 01:26 Chichester Road, Southend opposite Warrior Square - Camera 1 - 01/01/2024 01:00 to 01:20 Group of females, one wearing a pink dress and black high heeled shoes travelling from High Street and turn into Chichester Road heading towards Warrior Square Camera 2 - 01/01/2024 01:15 to 02:30 - altercation occurs at Warrior Square traffic lights between the 5 females

Replies to this message are not monitored.

Thank you,

Kent Police and Essex Police


- When you click on the review request, it will open the link to the DAMS submission portal and provide you with the full details of the request. **Example:**



Kent Police and Essex Police Evidence Submission Portal

Evidence Request: 46/***/24**
Invitation from Wright, D.

DESCRIPTION
Offence: 01/01/2024 01:26 Chichester Road, Southend opposite Warrior Square - Camera 1 - 01/01/2024 01:00 to 01:20 Group of females, one wearing a pink dress and black high heeled shoes travelling from High Street and turn into Chichester Road heading towards Warrior Square Camera 2 - 01/01/2024 01:15 to 02:30 - altercation occurs at Warrior Square traffic lights between the 5 females.



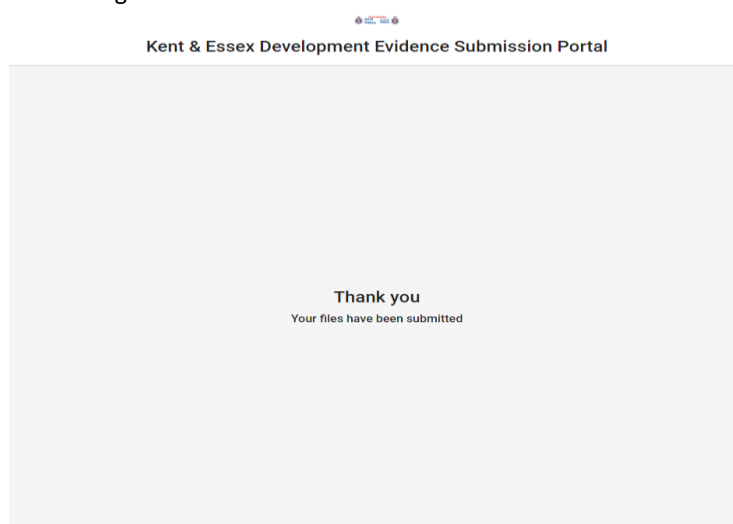
[DROP FILES HERE OR CLICK TO UPLOAD](#)

- You can either drag and drop the digital asset(s) you wish to upload or click and navigate to the folder where the digital asset(s) is stored.
- The digital asset(s) will appear at the bottom of the screen with ticks next to them to indicate they are ready for submission.

By selecting 'Submit', I agree that these 2 files are relevant to the incident.

SUBMIT

- There is an 'Add an option caption' box, where you can enter any information, you wish to relay to the requesting officer.
- When ready, click the Submit.
- The screen will change and advise if the submission has been successful.



- A statement exhibiting the footage can then be completed and emailed to the requesting officer, who's details should be included in the main body of the request. This can be discussed with the officer requesting the evidence.