iRecord

YOUR INTERVIEW RECORDING EQUIPMENT GUIDEBOOK

Selecting a provider for your recording equipment is no small task. There's a lot riding on these investments, both for your team, and the community you serve. It's a challenging project to take on, but with a little insight and research, you can move forward with confidence.

TOP PRIORITIES

1 Locate recording solutions that are easy to use.
Any time spent learning a new system should be streamlined and stress-free. You need to give your team the benefit of having a smooth transition with new technology.

2 Find a system that protects all of your evidence.
You need to minimize the risk of lost interviews. A secure system needs to come with redundant recording, so you always have an option for backup.

3 Get successful interview recordings—every time.
Ensuring that justice is served comes down to evidence. You need to protect your agency's hard work with a system that's always accurate and reliable.

OUR MISSION

At iRecord, we serve and protect the public safety professionals who serve and protect our communities—all across the US and Canada. When you have questions about your new interview technology, we're here to help.

In this document, you'll find background information on system options, interview room setups, and simple checklists to help with your decision-making process.

RECORDING OPTIONS FOR YOUR TEAM

As you start to review your recording options, it's important to take your existing technology into account. This will have a direct impact on your new equipment. Typically, it always helps to have an adaptable network. Whether your facility is looking for a complete interview room setup or a recording solution to take with you off-site, a flexible system is key.

Facilities that are already working with a non-proprietary or open standards environment have an easier time integrating new systems. Once that network is in place, you can start looking at the key features for your recording equipment needs.

ONSITE SOLUTIONS

When you upgrade your interview room you can start recording interviews with even more security in place. An onsite setup should make it easy to save, review, and share your court-admissible evidence with anyone related to the case.

1 **The Requirements**
- ◯ Remote Start/Stop
- ◯ Non-Proprietary CODECS
- ◯ Video Date/Time Overlay Watermarking

2 **Tech Features**
- ◯ IP Cameras (High Resolution)
- ◯ Video Redaction Software
- ◯ Chain of Evidence (Audit Trail Report)
- ◯ Ability to Burn Non-Proprietary DVDs
- ◯ Ability to Save to USB Flash Drives
- ◯ Interdepartmental Security

3 **User Functions**
- ◯ Simple One-Touch Recording
- ◯ Video Grab Frame Technology
- ◯ Searchable Notes

MOBILE SYSTEMS

Utilizing a mobile system lets you securely record your interview evidence anytime, at any location. These solutions are made to travel with you, and should help keep your recording process simple and straightforward.

1 **The Requirements**
- ◯ Software Only Download Option
- ◯ Non-Proprietary CODECS
- ◯ Video Date/Time Overlay Watermarking

2 **Tech Features**
- ◯ High Resolution to Support 1080p
- ◯ New/Next-Generation Interface Design
- ◯ Available Copies in WMV, WMA & MPEG-4
- ◯ Chain of Evidence (Audit Trail Report)
- ◯ Ability to Save to USB Flash Drives
- ◯ Interdepartmental Security

3 **User Functions**
- ◯ Intuitive Tablet for Easy Adoption
- ◯ Video Grab Frame Technology
- ◯ Searchable Notes

SETTING UP YOUR INTERVIEW ROOM

From your furniture placement, to the recording equipment itself, every detail matters for court-admissible evidence. Correctly setting up your interview room requires a thorough review process.

There are three main components to recording accurate interview evidence. To achieve a truly functional and professional interview room setup for your audio and video recordings, you'll need to carefully organize each of the following equipment details.

CAMERA PLACEMENT
- ◯ 2-Camera Setup
- ◯ Unobstructed Views
- ◯ Covert Camera Options

IMAGE QUALITY
- ◯ IP Cameras
- ◯ High Resolution to Support 1080p
- ◯ 100% Synchronized Audio and Video

AUDIO & SOUND
- ◯ Room Echo Elimination
- ◯ Omni-Directional Microphones
- ◯ Consistent Microphone Positioning

You can choose to install audio and video equipment for a single interview room, or you can arrange for service to an unlimited number. It just depends on your site and user needs.

Once you know how many rooms you need to service, it's time to consider your long-term storage options. The ongoing demands of recording and securing each new piece of interview evidence requires a special setup. The right company for your agency will be able to advise you on storage options, as well as recording equipment, and the interview room layout itself.

PARTNERING WITH IRECORD

As a public safety professional, you only get one chance to record your interviews. It's our job to make sure the systems you're using are simple to use, reliable, and secure.

We believe in our justice system, and we also know that the system is more just when reliable evidence gets a seamless presentation in court. Over the years, we have consistently listened to client feedback from all ends of the spectrum. This attention to detail has allowed us to improve our systems to meet, or even exceed, your expectations and needs.

HOW WE LEAD

At iRecord, we're dedicated to helping law enforcement and child advocates do their best work, with fewer headaches. That's why we set out to create the best end-to-end audio and video capture solutions that are solely focused on your ideal features and needs.

With an iRecord setup, your team gets a streamlined system for documenting interviews, storing secure data, and submitting your admissible evidence into court. And it couldn't be easier to manage. Each of our solutions is custom-tailored to meet your agency's specific concerns and requirements. Plus, we're able to offer local support for managing your systems. This ensures you get the help you need, in any circumstance.

LET US HELP

You need a cost-effective solution for overseeing your interview room process. Our team can help. We've worked with organizations all across the US and Canada to get teams equipped with a simple system to record, store, distribute, and manage their critical audio and video recordings.

To learn more about the start-to-finish process for new interview rooms, review our downloadable eBook: 10 Things You Need to Know in Designing an Interview Room.

We'd also be happy to hear from you directly. Our team is always available to answer your questions. For more information on the iRecord solutions that will work best for your agency, please send us a message at www.irecord.tv/contact.