



S.A.M.M.

SURVEILLANCE AND MEDIA MAPPER

Video Download Guide

Check the DVR's clock at every address before you download, and write it down here. SAMM asks for the same things in the same order, so the case is ready when you get back.

Case number _____ Officer _____ Page _____ of _____

Before you download

1. Compare the DVR's clock with your phone's clock at the same moment, and write down both times.
2. Work out the difference, or let sammapper.com/dvr-time do it. Fast: the DVR is ahead. Slow: it is behind.
3. If you can, photograph the DVR screen with your phone's clock in the same shot.
4. Write down the officer who checked the clock.

Address	Date	DVR time on its screen	Real time on your phone	Difference e.g. 2 min 5 s	Fast or slow	Officer

Then, in SAMM

Open the video in the Evidence Studio. Timing & Details follows this sheet, from the top:

1. **DVR clock check:** Clock was right, or Clock was off. If it was off, enter the time the DVR shows at the video's first frame.
2. **Video start time:** the real time at the first frame. A DVR 3 minutes fast that shows 9:03:00 PM means 9:00:00 PM.
3. **Event moment:** the real time of the key incident. Then set the clip.

Notes and observations

Anything else about the time entries: camera names, the DVR make and model, how the clock was checked.
