



## Department of Law – Criminal Division

### Uploading Discovery: *LAW ENFORCEMENT AGENCIES*

GUIDE

The Alaska Department of Law’s Criminal Division (hereinafter referred to as “the Division”) obtains its discovery items from Law Enforcement Agencies (LEAs) via NICE Justice (“NICE”). To upload discovery using NICE, participating LEAs must register.

### Registering for Nice Justice

**Step 1: Provide an email account your agency will use to receive discovery requests and transmit discovery.**

Most LEAs have already provided their local District Attorney’s Office (DAO) with an email address where discovery requests are sent.

**Step 2: A DAO employee must send a request to register.**

Using the email address provided by the LEA, a DAO employee will send an invitation to register.

**Step 3: Register your Agency.**

Once the registration invite is received, follow these steps to register:

a) Begin by clicking “register now.”

A screenshot of the NICE Investigate Community web portal. The page has a dark header with the "NICE Investigate Community" logo. The main content area is white and contains a "Login" section on the left and a "Not yet registered?" section on the right. The "Login" section includes fields for "Email" (with the example "angle.kemp@alaska.gov") and "Password", a "Forgot your password?" link, and a "Login" button. Below the login fields is a "protected by reCAPTCHA" badge. The "Not yet registered?" section includes instructions for new users and a "Register now" button. A red arrow points from the "Register now" button in the right section to the "Email" field in the left section. At the bottom of the page, there is a footer with a "Document was last saved: Just now" message, a privacy policy notice, and a copyright notice for "©2023 - NICE Ltd.".



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- b) Using the email(s) you provided to the Division, complete the registration.

A screenshot of the NICE Investigate Community registration page. The page has a black header with the "NICE Investigate Community" logo. The main heading is "Register". Below it, a message says "Please enter your details below to register with this service." There are three input fields: "Email" (containing "angie.kemp@alaska.gov"), "Password", and "Confirm password". Below the fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. At the bottom, there is a cookie notice: "This site uses cookies. By continuing to use the site you are agreeing to our [privacy policy](#)." and a copyright notice: "©2023 - NICE Ltd."

- c) Verify your email address.

A screenshot of the NICE Investigate Community email verification page. The page has a black header with the "NICE Investigate Community" logo. The main heading is "Email address verification required". Below it, a message says "Your account has been created." followed by "We now need to verify access to your email account. We have sent you an email containing a unique code. Please enter that code below." There is a note: "NOTE: The email may go into your spam folder, please check this folder as well as your Inbox." and a message: "The code emailed to you is valid for 59 minutes, 45 seconds." There is a "Code" input field. Below it is a blue button labeled "protected by reCAPTCHA" and a reCAPTCHA widget. At the bottom, there is a cookie notice: "This site uses cookies. By continuing to use the site you are agreeing to our [privacy policy](#)." and a copyright notice: "©2023 - NICE Ltd."

- d) Use the full name of your agency to register.

If you are unable to register, contact your local District Attorney's Office for further assistance.



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#### e) Add additional users.

Once registered, the person you select as your agency's administrator can add additional users, if necessary. Each additional user must be registered under the name of the Agency.

For more information, refer to the "Business Registration Portal" video, contact your local DAO, or Missy Stark at [missy.stark@alaska.gov](mailto:missy.stark@alaska.gov).

### Methods of Logging in *After* Registration

There are two methods to login and upload discovery items once you have completed your agency's registration:

- (1) **logging on using the** <https://us1business.digital-policing.com>, or
- (2) **by clicking on the link in the request email sent by a DAO user for a specific case.** A sample diagram of the request email you will receive is shown below.





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**Step 1:** Login using the credentials you registered your account with. (A sample diagram is shown below).

**NICE Investigate** Community

### Login

Please enter your details to login to your NICE Investigate Community Business Portal account.

Email

  

Password

  

[Forgot your password?](#)

protected by reCAPTCHA  
[Privacy](#) [Terms](#)

### Not yet registered?

If you were invited to register and don't have an existing account, please click the "Register now" button.

You will then be prompted to create a new account in order to gain access to the NICE Investigate Community Business Portal.

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**Step 2:** Select the outstanding discovery request.

**NICE Investigate** Community Angie Kemp

**REQUESTS** CAMERAS MY ACCOUNT USERS GROUPS

### Requests (4)

View and respond to requests

Filter by [Reset all](#)

- Status
  - ☒ New (2)
  - ☒ In progress (2)
  - ☐ Completed
  - ☐ Rejected
  - ☐ Failed
- Priority
  - ☐ None
  - ☐ Medium (4)
  - ☐ High
- Assigned to

Sort by: [Date created \(Newest first\)](#)

<a href="#">BIZ-20231031-0001</a>	Status In progress Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDoL October 31, 2023 10:28 AM	Required by November 20, 2023 Due in 20 days	Sent to Angie Kemp	
<a href="#">BIZ-20231023-0004</a> 1	Status In progress Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDoL October 23, 2023 10:28 AM	Required by October 24, 2023 <b>7 days overdue</b>	Sent to Angie Kemp	
<a href="#">BIZ-20231021-0001</a>	Status New Priority Medium	Assigned to Unassigned	Created by Angie Kemp AlaskaDoL October 20, 2023 10:44 PM	Required by October 21, 2023 <b>9 days overdue</b>	Sent to Angie Kemp	



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**Step 3:** Complete your response to the discovery request and select “upload” to upload the requested discovery.

#### Upload

Please choose the type of items to upload.

Please note that individual files must be 75.0 GB or less and CCTV export folders must be 75.0 GB or less.

Please provide your CCTV to us in MP4 format if your system provides the option to export original quality clips in this format OR exactly as it came off your CCTV system, i.e. in its native format and unconverted.

**Files and folders**  
Select (or drag) individual files for upload or a folder that will be uploaded in its entirety, including files in subfolders.

**Select files** **Select folder**

**CCTV export folder**  
Upload an entire folder (CCTV export folders only) including all files and subfolders.

**Select CCTV folder**

**Step 4:** Once the evidence is done uploading, select “submit response” in the upper right-hand corner.

**BIZ-20240109-0001**  
In progress

Priority: Medium Messages: 0

Create report Reject request Save request **Submit response**

**Response details**

Description of \*

1 video file Creating Media Compilation

**Upload**  
Please choose the type of items to upload.  
Please note that individual files must be 75.0 GB or less and CCTV export folders must be 75.0 GB or less.  
Please provide your CCTV to us in MP4 format if your system provides the option to export original quality clips in this format OR exactly as it came off your CCTV system, i.e. in its native format and unconverted.

**Files and folders**  
Select (or drag) individual files for upload or a folder that will be uploaded in its entirety, including files in subfolders.

**Select files** **Select folder**

**CCTV export folder**  
Upload an entire folder (CCTV export folders only) including all files and subfolders.

**Select CCTV folder**

Creating Media Compilation mp4  
Uploaded 26.9 MB / 26.9 MB

Remove

Enter the camera name (optional)

Add a comment for this file (optional)



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**Step 5:** You will be prompted to confirm your response. Select “continue.” A sample confirmation prompt is shown below.

Confirm response

In responding to Angie Kemp's request with 68 uploaded file(s), you agree to the below terms and conditions for providing information.

**Step 6:** Once confirmed, completed requests will show on your portal as “completed”. A sample diagram is shown below. Using the system, you will be able to identify those requests including those requests that are complete, in process, and new.

▼ Status		BIZ-20231031-0001	Status	Assigned to	Created by	Responded on	Sent to
<input checked="" type="checkbox"/> New (2)			Completed	Unassigned	Angie Kemp	October 31, 2023	Angie Kemp
<input checked="" type="checkbox"/> In progress (1)			Priority		AlaskaDoL	12:06 PM	
<input checked="" type="checkbox"/> Completed (2)			Medium		October 31, 2023		
					10:28 AM		