
SUPPORT SERVICES

LOGGING RECORDER

Purpose: To ensure the security and confidentiality of information that is collected and stored on multi-track logging recording media and to establish procedures for the release of recordings for criminal and internal investigations.

Policy Statement: A multi-track logging recorder is installed at the Communications Center for the purpose of collecting and storing information from radio transmissions and telephone conversations to the center that may assist the Department in conducting investigations. Logging recorder playback units are located at the communications center and the Investigations Division.

Summary of Changes: New format.

Procedure:

1 Confidentiality

- 1.1 Information collected and stored on logging tapes is considered to be confidential information.
- 1.2 This information will not be intercepted, disclosed, or disseminated by Police Department Personnel without authorization from the Chief of Police.

2 Release of Information

- 2.1 The *Freedom of Information Act* requests for logging recordings will be referred to the Communications Center Director or designee.
- 2.2 Police Department personnel who are conducting an authorized criminal or internal investigation will contact their Division Commander for authorization to retrieve recorded radio or telephone conversations pertaining to the matter under investigation.
- 2.3 All other uses, not required by law are prohibited.

3 Requests

- 3.1 Employees needing a logging recording tape for an investigation will make a request through his/her Division Commander.
- 3.2 The Division Commander will forward requests to the Communications Center Director or designee.
- 3.3 The logging recorder makes two original tapes at the same time. The Communications Director will be responsible for forwarding one of the two originals of the requested recording to the Division Commander making the request. The second original will not be removed from the Communications Center.
- 3.4 The Division Commander requesting the recording will be responsible for making arrangements for having qualified personnel from the Investigations Division or the Professional Standards Unit make any copies needed of the requested recording. The playback unit located at the Investigations Division will be used for this purpose. The playback unit at the Communications Center will only be used by Police Department employees if the unit at investigations is not operational.
 - 3.4.1 Only employees qualified and trained to operate the playback unit will operate the unit.
 - 3.4.2 Upon conclusion of the investigation, the original recording will be returned to the Communications Center unless needed for evidentiary purposes.
 - 3.4.3 The Division Commander obtaining the recording is responsible for ensuring that the tape is used only for official Department business only.

Mike Davis
Chief of Police