

CAMBRIDGE POLICE DEPARTMENT

Title: *REVIEW OF VIDEO, RADIO AND TELEPHONE Procedure: 5.308
DIGITAL RECORDINGS*

Date Issued:

Revised: December 16, 2008

PURPOSE:

To provide guidelines for review of Public Safety Building Security Video, radio and telephone digital recordings.

POLICY:

All telephone calls into the Communications Center will be recorded on a digital logging device. These recordings will be retained for at least 180 days. Radio communications will be recorded by Dorchester County at the 911 Center

PROCEDURE:

1. All communications center personnel will be familiar with the operation of the Communications Recording System and the Radio/Telephone Talkback System.

2. The Communications Recording System is a multi channel digital device. The following information is recorded:
time;

telephone conversations of each dispatch position;

3. The Communications Recording System is locked. Communications Center Personnel are responsible for security of the system. Access to the system is only by approval of the Chief of Police, a Staff Officer, Communications Supervisor, or I.T. personnel

4. Archive discs from the recorder will be created when needed by I.T. Personnel. Discs will be stored in the I.T. office and are not to be removed or destroyed without the permission of the Chief of Police or a Staff Officer. An individual trained in the use of

the logging device will be assigned to supervise any review.

5. A Radio/Telephone Talkback System is used at each dispatch position. This system records up to one hour of conversation at each position

The primary use of this system is to allow immediate recall of any telephone or radio conversation.

No tape recordings will be made from the talkback device without the approval of the Chief of Police or a Staff Officer.

6. The Public Safety Building Security Video System is comprised of two camera servers located in the computer room. The PSB Security Video System is monitored on multiple screens in the communications center 24/7/365.

The Public Safety Building Security Video System will be used to monitor the processing and cell areas for officer safety and to assure the safety of subjects in police custody.

No recordings will be made from the Public Safety Building Security Video System without the approval of the Chief of Police or a Staff Officer. Recordings will only be made by I.T. Personnel, The Support Services Commander, or his designee.

7. All disks, tapes, computer files, and the contents of said recorded disks tapes and computer files, or recordings generated from disks and the camera system will be treated as department property and will not be released to any member of the public without permission of the Chief of Police or Staff Officer.

7. The Communications Supervisor will randomly review portions of taped conversations of telephone and radio transmissions and video recordings. These reviews will check for proper procedure, clarity of recording, and verification of the logs and operation.

8. Any supervisor may request a copy of a recorded telephone or radio transmission, or video from the PSB Security Camera System. All requests will be made in writing to the Support Services Commander. The request will contain the date and time of the transmission or incident, and a full explanation of the reason for the request. All recordings made for evidentiary purposes will be retained for a minimum of 4 years.

9. Any malfunction of the Digital Recording System, Radio/Talkback system or the Public Safety Building Security Video System will be reported to I.T. and or the Support Services Commander.

10. Any request for a copy of any recording by an attorney will only be granted with a Court Subpoena. A fee for the cost of the media may be charged.