

UPPER MERION TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

No. 820

Supersedes: NA

Effective: March 1, 2012

Page: NA Section: NA

Page: 1 OF 3

Dated: June 16, 2003

RECORDING OF POLICE RADIO AND TELEPHONE COMMUNICATIONS

- I. **PURPOSE:** The purpose of this policy is to provide for continuous recording of radio and telephone communications to and from the Police Communications Center, and to provide for immediate playback of those communications.
- II. **POLICY:** To effectively carry out its mission, the Upper Merion Township Police Department shall provide continuous and immediate playback recorders for all radio and emergency line telephone communications to and from the Police Communications Center.
- III. **PROCEDURE:**
 - A. CONTINUOUS RECORDING:
 1. The Upper Merion Township Police Department shall maintain a continuous recording of all radio and emergency line telephone communications to and from the Police Communications Center.
 2. All radio and emergency line telephone communications to and from the Police Communications Center are stored electronically on a secure server for a period of twelve (12) months unless otherwise ordered by competent authority. Access to these communications shall be limited to Command Officers and Information Technology Personnel.
 3. In the event that a radio and/or emergency telephone line communication must be secured due to an incident, the recording shall become evidence and the Auxiliary Services Commander shall secure a copy with the appropriate paperwork filed.
 4. Once the incident is no longer under review, the saved recording can be deleted from the secure server.

B. IMMEDIATE PLAYBACK:

1. The Police Communications Center shall be equipped with [REDACTED] playback recorders at each console position including the desktop telephones.
2. [REDACTED]—recorders shall provide immediate playback of all radio and emergency line telephone communications to and from the Police Communications Center.
3. Each call-taker/dispatcher position shall have an immediate playback recorder for radio and emergency line telephone communications to and from the Police Communications Center.
4. The immediate playback recorders shall be voice activated.

C. REVIEW:

1. For the purposes of an incident review, Command Officers shall have access to all recordings of radio and emergency line telephone communications to and from the Police Communications Center.
2. Any sworn or civilian member of the police department requesting to review any radio or emergency line telephone communication to or from the Police Communications Center shall submit a memorandum to their immediate supervisor stating:
 - a. The time and date of the incident.
 - b. The nature of the incident.
 - c. The reason for reviewing the communication.
3. All requests by police department members to review radio or emergency line telephone communications to or from the Police Communications Center shall be forwarded to the Auxiliary Services Commander for approval.
4. Any requests from other Upper Merion Township personnel and/or law enforcement agencies to review radio or emergency line telephone communications to or from the Police Communications Center shall be made in writing to the Chief of Police. The person making the request shall provide the information outlined in Section III-C-3 of this policy.
5. Any requests from other than police department or township personnel to review any radio or emergency line telephone communication to or from the Police Communications Center shall be done by subpoena.

6. All memorandums, letters and/or subpoenas requesting review of radio or emergency line telephone communications to or from the Police Communications Center shall be placed with the incident file.

APPROVED: _____

DATED: _____

APPROVED: _____

DATED: _____

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
All dispatchers
Township Manager
File