

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject: *DISPATCH RECORDINGS*

INTRODUCTION

It is the policy of the City of Barstow to record all telephone and radio transactions occurring within the Communication/Dispatch area of the Barstow Police Department. To assure that all such transactions are monitored, the Barstow Police Department has established the following procedures governing the recording device in the Communication/Dispatch area.

PROCEDURE

1. It is the responsibility of each Dispatcher to assure that a "fresh" tape is placed in the recording device at the beginning of an assigned shift and to assure that each transaction occurring on the shift is properly recorded.
2. Each Dispatcher must assure that the recording device is operating upon assuming responsibility for the work area. The recording device is not to be stopped for any reason during any work shift.
3. EXCEPTION: Recording machine malfunction; to replace a tape if the shift tape has used its entire recording capacity or if it is necessary for a Watch Commander to impound a tape for any reason. In the latter instance, the on-duty Dispatcher will be responsible for removing the tape being impounded and replacing it with a "fresh" tape.
4. In the event of a recording device malfunction, the on-duty Dispatcher shall notify the Watch Commander forthwith so that repairs to the recorder may be effected or a "substitute" recorder procured, if available.
5. It is not permissible to stop the recording device during "off record" or personal discussions during an assigned shift.
6. Recordings of shift transactions will be monitored regularly to assure compliance with City and Departmental policies and work rules and to review Dispatcher work performance.
7. Dispatch tapes will be retained for a period of one hundred (100) days.

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CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject: *DISPATCH RECORDINGS - continued*

DISPATCH RECORDS

1. All records maintained in the Communication/Dispatch area of the Barstow Police Department are in the custody of and under direct control of the on-duty Dispatcher, acting as an agent of the City of Barstow.
2. No employee of the City of Barstow or the Barstow Police Department and no members of the public may be permitted to view, listen to, obtain a copy of or otherwise have access to any municipal and/or law enforcement related record maintained in the Communication/Dispatch area except as noted in this policy.

RECORDS BUREAU

1. All records maintained by the Records Bureau of the Barstow Police Department are in the custody of and under the direct control of the Chief Records Clerk, acting as an agent of the City of Barstow.
2. No employee of the City of Barstow or the Barstow Police Department and no member of the public may be permitted to view, listen to, obtain a copy of or otherwise have access to any municipal and/or law enforcement related record maintained by the Records Bureau except as noted in the policy or in accordance with established written policies of the Barstow Police Department or the Records Bureau.
3. ONLY the Chief Records Clerk, or a designated representative thereof, is authorized to release CORI information. All such information shall be released in accordance with Sections 1001 and 1002 of the Barstow Police Department Policy Manual.

CONCLUSION

No provision of this policy shall preclude Departmental compliance with the California Public Records Act (Section 6250 et seq, California Government Code) nor shall this policy supercede provisions of the Barstow Police Department policy concerning Public Information or the Barstow Police Department's Media Relations Policy.

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