



**COMMUNICATIONS RADIO/REPORTING
POLICY/PROCEDURE**

Policy No.	9015.80	Date Issued:	September 8, 2006
Section:	9000 – Standardized Radio/Reporting Policies	Date Revised:	April 7, 2015
SUBJECT: REQUESTS FOR DUPLICATION AND RELEASE OF DISPATCH RECORDINGS AND DOCUMENTS FOR THE DISTRICT ATTORNEY’S OFFICE (DAO), PUBLIC DEFENDER’S OFFICE (PDO), AND LAW ENFORCEMENT USER AGENCIES			
APPROVED:	_____		
	Dennis Kidd, General Manager		

1.0 Policy

This procedure should be followed when there is a request for duplication of audio recordings or a request for computer aided dispatch system (CAD) incident printouts (IR’s) from the District Attorney’s Office (DAO), the Public Defender’s Office (PDO), or any Law Enforcement User Agency.

2.0 Procedure

- 2.1 All requests will be emailed or faxed to NetCom at 471-1010 or 471-9780.
- 2.2 Incoming requests will be forwarded to the Business Division who will log all requests and place them in the “request” in-basket in the front office.
- 2.3 NetCom will deliver audio recordings to the DAO, PDO, and Law Users as .wav files and via e-mail. CAD IR’s will be sent as .pdf files also via e-mail. All deliverables from a request will be sent in one e-mail, with the Case/Incident Number in the subject field.
 - 2.3.1 The Custodian of Records will provide to the Assistant District Attorney, via drop box, any audio recordings delivered to the PDO.

- 2.4 The person sending the .wav and .pdf files will complete the Request for Records form to include the date sent, the number of IR pages, and the charge (if applicable).
- 2.5 The completed form will be returned to the Business Division who will log the request as completed, note applicable charges, and fax the completed form to the requestor. As a courtesy, the Business Division will notify User Agencies via fax of all requests by the DAO or the PDO.
- 2.6 The Business Office will bill the District Attorney's Office and Public Defender's Office monthly for services. There is no charge to User Agencies.
- 2.7 NetCom does not pick up requests nor deliver tapes to the District Attorney's Office.