



SANTA CRUZ REGIONAL 9-1-1
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Dennis Kidd, General Manager

COMMUNICATIONS RADIO/REPORTING POLICY/PROCEDURE

Policy No. 9015 **Date Issued:** September 8, 2006
Section: 9000 – Standardized Radio
Reporting Procedures **Date Revised:** April 7, 2015

SUBJECT: REQUESTS FOR DUPLICATION AND RELEASE OF DISPATCH RECORDINGS AND COMPUTER AIDED DISPATCH (CAD) RECORDS

APPROVED: _____
Dennis Kidd, General Manager

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Users Committee Chairperson

1.0 Policy

SCR9-1-1 maintains 24-hour recordings of all radio frequencies associated with Authority radio equipment and all incoming and outgoing phone conversations within the workstations located within the communications center. Copies of recordings can be released in accordance with this policy. All recordings are maintained in a secure location for a period of not less than two hundred (200) days as mandated by law. Recordings are stored on a server and backed up to a separate server on a monthly basis.

SCR9-1-1 maintains CAD records online for a minimum of twelve months. They are archived in an electronic database format and retained for a period of not less than seven years.

2.0 Procedure

- 2.1 Requests for duplication may be accepted from any supervisory User Agency Representative (Sergeant, Fire Captain, Field Supervisor, etc.) or the District Attorney, an Assistant District Attorney, a District Attorney Investigator, or any User Agency Investigator.

- 2.2 User Agency, District Attorney, and Public Defender personnel will submit duplication requests via e-mail. Completed requests will be delivered to the requesting party via e-mail containing pertinent .wav files of voice recordings and .pdf files of the computer aided dispatch system (CAD) incident, as requested.
- 2.3 Duplication requests from person(s) other than as authorized in section 2.1 and 2.2 above will be referred to the agency of jurisdiction.
 - 2.3.1 Requests from the Public Defender's Office will be completed with a copy being provided to the Assistant District Attorney responsible for the case.
- 2.4 All requests for duplication should be directed to the Administrative Supervisor who will arrange for completion in accordance with this procedure. The Administrative Supervisor acts as the agency's Custodian of Records and will appear in court as necessary to authenticate recordings and documents.
- 2.5 At least ten (10) days are required to complete a request for duplication. Requests requiring extensive research may take longer. Emergency requests made via subpoena will be completed within forty-eight (48) hours.