

From Santa Maria PD Dispatch – (808) 925-9393  
Effective Date: 12/15/04  
Revision Date:  
Approval:

Kathy Warr  
Technical Services Division Manager

---

## **24-HOUR LOGGING RECORDER**

- A. Purpose  

To provide for the consistent recording, storage and retrieval of audio records in Communications.
- B. Policy
  - 1. All audio communications in the Communications Center, telephone and radio, shall be recorded and maintained for a minimum of one year and one day from date of creation.
  - 2. Recordings shall initially be made on the Pyxis recorder.
  - 3. Upon request of field supervision, detectives, the City Attorney or when designated by a Communications Supervisor, recordings shall be maintained as evidence hold for any requested time period. The requestor shall fill out SRPD Form #359, Request for Evidence (see appendix).
  - 4. Requests for cassettes of telephone calls reporting domestic violence shall be made immediately upon officer request either by telephone or radio.
  - 5. All requests for copies of audio recordings, including subpoenas, shall be routed to the Communications mailbox and prepared as expediently as possible.
  - 6. Requests for cassette copies of audio recordings, other than domestic violence, must be submitted in writing. Written requests shall include supervisory approval unless requested by a supervisor.
  - 7. No audio recording shall be released outside the Department without specific authorization from the Technical Services Division Manager, the Chief of Police, or by subpoena or discovery motion.

## C. Procedures

### 1. Daily Maintenance

- a. An archive DVD will be removed from Pyxis when full.
- b. Each DVD recorded shall be clearly labeled, using the automatic labeler, the starting time and date, and ending time and date, and three labels will automatically be printed. One label shall be placed on the DVD, one on the DVD case, and one on the DVD log.
- c. Recorded DVD shall be stored at the Pyxis work station in chronological order. Overflow DVD's are stored in the evidence cabinet.

### 2. Tape Evidence Storage

- a. The dispatcher receiving the evidence hold request shall make a notation of the request and the crime report number associated with the hold on the Pyxis log stored next to the Pyxis machine. If a recording of the tape is requested, a tape shall be made and forwarded to the requesting party. A copy of the SRPD Form #359 shall be retained for our records.
- b. The SRPD Form #359 shall be attached to the DVD log, which will be held until the DVD is full. There is no need to stop the DVD and remove it for evidence until the DVD is full.
- c. The DVD shall be labeled according to procedure and the SRPD Form #359 attached, and both items placed in the communications evidence cabinet. An entry shall be made on the evidence log noting the DVD #, dates, case number associated with the hold, type of call, and requesting person.
- d. If a request is made for a DVD other than the one in the machine, the dispatcher shall remove the appropriate DVD, make the notation on the DVD log and place it in the communications evidence cabinet. The above procedures shall be followed.
- e. If a second hold is placed on a DVD already in evidence, the dispatcher will make a notation on the

request form that the DVD requested is in evidence, and another notation shall be made on the DVD log in the evidence cabinet.

- f. The contents in the evidence cabinet will be inspected minimally once a year. Those DVD's that are over one year and one day will be purged unless they've been held for evidence.
- g. DVD's that have been placed on a hold and have been stored over one year and one day shall be booked into SRPD evidence/property storage. An SRPD evidence/property sheet shall be filled out and attached to the DVD along with the SRPD Form #359. The white copy of the evidence/property form shall be forwarded to Records to be attached to the original report. The yellow copy shall be attached to the evidence request form and filed in the "Media Booked" binder. The evidence (DVD or VHS tape) and the tan bottom copy shall be taken to the property/evidence section. The evidence shall be placed in a manila envelope, sealed, and an SRPD Form #254 affixed to the outside. The evidence and property form shall be dropped in the evidence slot in the counter.

Evidence/Property Report (SRPD Form #254 – see appendix) shall be filled out and the DVD shall be described as:

1 SRPD DVD, dated (start date) to (end date)  
Name and ID number noted on the bottom.

### 3. Requests for Audio Recordings

- a. A log of recordings made shall be maintained at the logging recorder and completed each time a recording is made. It shall include the date, file, or incident number, person requesting and/or defendant, initials of the person making the recording, number of tapes, and the amount of time required to complete the tape.
- b. Each tape made shall be labeled with the file or incident number, location of incident, type of incident, date the tape was made, and the identification number and initials of the employee making the tape.

- c. Written requests for cassette copies of dispatch tapes for incidents other than domestic violence shall be received by a Communications Supervisor, or designated dispatcher, who will assign each to a specific dispatcher on a rotational basis using the Dispatch Tape Rotation Log, and placing the request in the assigned dispatcher's box. The dispatcher shall complete the tape request as soon as possible upon receiving the request.
- d. Each tape made for either the District Attorney's Office or Public Defender's Office shall be labeled with the name of the defendant and the crime report number.
  - 1. Cassettes for the DA shall then be placed in an envelope addressed to the District Attorney's Office Discovery Clerk, Re: Defendant's name and DA or DAR#. If a duplicate copy of the tape is requested for the Defense Attorney, it shall also be labeled and placed in the same envelope.
  - 2. If a "RUSH" is placed on the tape, and the DA is willing to pick up the tape, a call should be placed to the requesting party and the tape left with the Front Counter personnel.
  - 3. When a copy of the CAD event is requested, the event shall be printed and stamped "controlled document" and placed with the tape in the envelope.
  - 4. Completed tape requests shall be placed in the Records routing tray, except those that are considered "RUSH". The envelope shall be addressed to the agency or person requesting the tape.
  - 5. If the Defense Attorney requests a tape, a duplicate of the tape should automatically be made for the DA's office and routed to the DA.
- e. The dispatcher who receives the request for a recording of a domestic violence tape will make a notation on the CAD event and immediately print the event.

1. The dispatcher receiving the tape request will be responsible for ensuring the tape is made.
  2. The completed tape should be wrapped in the event printout with the officer's name and badge number written on the outside and placed in the designated routing tray.
  3. The dispatcher completing the tape request will note in the Domestic Violence Tape Log the date of the incident, crime report number, incident number, name of the requesting officer and dispatcher's initials.
  4. When the officer picks up the cassette tape, he/she will note his/her badge number in the Chain of Evidence Tape Log, under Badge #, as having received the cassette. (See appendix for form.)
- f. After completion, each audiotape shall be reviewed to ensure the tape recorded properly.