

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Recording Radio and Telephone Communications		CHAPTER/SECTION NO.: 53.10	
EFFECTIVE DATE: 11/1/01		REVIEW DATE: 04/07/03	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 81.2.8			

53.10 Policy

- 53.10.1 WACDC shall record all radio transmissions and emergency telephone conversations within the communications center. These records are an indispensable source for criminal investigations, internal investigations, training, and audits of the WEBER COUNTY SHERIFF'S OFFICE law enforcement service delivery system. WACDC shall retain tape or digital recordings for a minimum of one (1) year.
- 53.10.2 Recordings will be handled and stored in a secured area.
- 53.10.3 Reviewing Recorded Conversations
- A. Access to recordings relevant to Weber County Sheriff's Office operations shall be limited and available only to those employees of the communications center and authorized personnel of the WEBER COUNTY SHERIFF'S OFFICE and/or the Weber County Attorney's Office when the need for a recording exists.
 - B. If a Deputy believes that he/she has a need to listen to radio or telephone conversations, or make a copy of the same, he/she shall:
 1. Determine if a need exists. The only need to listen to a telephone or radio conversation would be in regards to a criminal investigation, internal

investigation, training matter, or audit on how WEBER COUNTY SHERIFF'S OFFICE personnel conducted themselves on radio or telephone lines.

2. If an Deputy feels the need to listen to a communication, he/she shall contact his/her supervisor.
 3. Should the Deputy's supervisor agree that the need exists to listen to and/or record a conversation, he/she shall have the Deputy complete a *WACDC Tape/Recording Request Form*. The form will then be forwarded to the WACDC supervisor and request that a copy of the radio traffic and/or telephone conversation be made. The WACDC supervisor will respond with 72 hours unless other arrangements are made. Critical/immediate requests may be submitted to the WACDC supervisor for processing.
 - a) The Sheriff's Office supervisor shall give the communication center supervisor the date, time, nature of the incident, and whether it was a radio or telephone conversation, to help in capturing the requested conversation.
 4. Persons who have access to the telephone and radio recordings shall be familiar with the playback requirements and appropriate documentation. Proper care must be exercised to assure that the *recordings* are not accidentally erased.
- C. Attorneys who request copies of a recording shall be advised that their request must be accompanied by a subpoena. Such official subpoenas requiring a copy of a dispatch recording will be processed accordingly.
- D. Requests from private attorneys, the news media, or private individuals will be reviewed for adherence to the GRAMA

guidelines and may be reviewed by the WACDC legal counsel for determination of authorized use.

53.10.4 Playback of telephone and radio communications

- A. The citizen requesting service or an Deputy needing assistance may not be able to repeat an emergency conversation. WACDC has the capability to replay a telephone or radio conversation immediately in the event that the original conversation was garbled or too quick for easy understanding. This can be done while continuing to record other calls and radio transmission. Procedures outlined in the WACDC Operations Procedure Manual Q-2000-001 will be followed.