

	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Requests For Public Safety Communications Center Tape Recordings</b>		
	<b>GENERAL ORDER</b>	<b>605.2</b>	
<b>Effective Date</b>	<b>04/21/2015</b>	<b>41.2.2, 81.2.8.</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. DEPARTMENT POLICY**

Because tape recordings of radio and telephone conversations are a valuable investigative tool, officers are encouraged to request CD copies of radio and telephone tape recordings from the Public Safety Communications Center, and when doing so, officers will abide by the Public Safety Communications Center policies and procedures governing their procurement. An officer initiating a vehicular pursuit will request a CD copy of the radio and/or phone tape(s) for court and other Department uses (i.e., training, administrative review, critique, etc.).

**II. IMMEDIATE PLAYBACK CAPABILITY**

**A. Playback Capability**

1. The Public Safety Communications Center has the capability of recording and instantly playing back telephone conversations and radio messages while maintaining continuous recording of radio and telephone conversations within the Public Safety Communications Center.
2. All logger tapes (tapes that record all telephone calls and radio transmissions) are stored in a secure area and retained for a period of 1 year and will then be placed back into service.

**B. Requests for CD Copies or to Review Tapes**

1. The following persons may request a CD copy of a Public Safety Communications Center logger tape after completion, submission, and approval of the Public Safety Communications Center Request Form (MCP Form #77).
  - Investigating officers,
  - Officers involved in incidents,
  - Members of the State's Attorney's Office, and

- Defense Attorneys
2. An officer requesting a CD copy of a tape will complete MCP Form #77 and forward it, via his/her supervisor, to the Director of the Public Safety Communications Center, by inter-departmental mail or the fax number listed for them in the General Orders Phone Number WIP.xlsx.
  3. Unless it is an emergency, walk-in requests are not accommodated.
  4. When the Public Safety Communications Center receives MCP Form #77, a Public Safety Communications Center staff member will normally fulfill the request within 10 days of receipt of the MCP Form #77. The Public Safety Communications Center staff will notify the requesting officer when the CD is ready for pick-up. CD's must be picked up within fourteen (14) days of the notification, at which time they will be recycled.
    - **CD's must be picked up from the *Records Division* service window at MCP Headquarters.**

**C. CD Storage by GPD Members**

1. GPD members securing CD recordings from the Public Safety Communications Center shall treat them as a confidential document and shall use them for official law enforcement purposes only.
2. CD recordings will be maintained with any case file initiated and officers shall ensure that the CD's are maintained in a secure area that ensures adequate protection from moisture, dirt, and magnetic fields.
3. The officer securing a CD recording will ensure that the State's Attorney prosecuting the case is informed of the existence and storage of the CD recording in the event it is needed for a court proceeding.
4. An officer's case file should include the following information:
  - **When the CD was initially received;**
  - **Date and time it was duplicated; and**
  - **The name of the Public Safety Communications Center Staff member who made the copy.**

5. The CD shall be labeled with:
  - The case number;
  - Date of the incident;
  - Address of the incident; and
  - The requestor's name.