



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: January 5, 2010	NO. PAGES: 1 of 2	NUMBER: 9.1.04
SUBJECT: REQUEST FOR COPY OF A BUREAU OF COMMUNICATIONS RECORDING			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p>			

Substantive changes are in italics

PURPOSE: To set guidelines for requesting a copy of a *Bureau of Communications* master recording of an emergency telephone call or dispatch channel recording.

POLICY: Within the Division of Police, calls to 911 and 621-1234, incoming and outgoing telephone lines, and all dispatch transmissions are recorded. Master recordings *are maintained digitally and are retained for approximately two years. The retention period shall be governed at minimum by the established Public Records Retention Schedule first and then subsequently by the system's storage capabilities.*

PROCEDURES:

- I. *Requests for a copy of an emergency telephone call or dispatch channel recording may be made for evidentiary, investigative, or court related purpose. Requests must be submitted as soon as the need for such a recording is recognized.*

- II. *Requests for such recordings shall be made by way of the attached pre-structured "Request for Recording" Form-1.*
 - A. *Indicate on the form whether it is a request for a telephone or dispatch recording. Incident details shall be as complete as possible and include all related CAD incident numbers if known.*

 - B. *All such requests (if not originated by a supervisor) must be reviewed and approved by a supervisor. It is not necessary to request a "hold" for a recording, as all dispatch transmissions and emergency telephone calls are automatically recorded and saved for approximately two years.*

 - C. *Recordings shall be provided in a WAV (Waveform Audio Format) file and burned to a compact disc (CD) playable on a PC with a CD drive and a*

PAGE: 2 of 2	SUBJECT: REQUEST FOR COPY OF A BUREAU OF COMMUNICATIONS RECORDING	GPO NUMBER: 9.1.04
-----------------	---	-----------------------

digital media application (such as Windows Media Player). Recordings may also be e-mailed as a file attachment to the requestor's City e-mail address if noted on the request form.

- III.** *Public Records Requests for dispatch transmissions and emergency telephone calls shall be handled via established procedures for handling of Public Records Requests.*