

Subject:	Use of Dispatch Center Audio Log Recorder	
Effective:	4/1/2015	Procedure
Update:		
Reference:		

PURPOSE

To define the use and authorized access to the Audio Log recorder in the dispatch center and who may request recordings.

PROCEDURE

The Audio Log recorder provides recordings of the majority of the radio channels utilized by the dispatch center and all of the telephone lines that terminate on the 9-1-1 telephone system. The County Fire Duty Captain administrative phone line, which does not terminate on the 9-1-1 phone system, is also included on the Audio Log recorder.

Only personnel who have been approved by the Communications Manager, Bureau Commander or approval of the Governance Group Committee may have access to and utilize the Audio Log recorder. Anyone who has not completed DOJ required Security Access is unauthorized to access the system.

1. The following have authorization to access the Audio Log recorder:
 - a. Supervisors, Dispatch Training Officers, the Dispatch Communications Manager and the Sheriff's Department Bureau Commander who oversees the Dispatch Center.
 - b. Santa Barbara County Fire Duty Captains who are assigned to the Dispatch Center.
 - c. AMR Field Supervisor appointed by the AMR General Manager.
 - d. EMSA EMD CQI Coordinator and Trauma CQI Coordinator
 - e. Any sworn member of the Sheriff's Department who needs to conduct an investigation.

2. The following guidelines should be followed regarding the release of recordings:
 - a. In the course of researching responses and response times, AMR and/or County Fire may request recordings of all radio and telephone traffic related to an incident, provided that both agencies have responded on the incident.
 - b. In response to an Evidence Discovery Request by the District Attorney's office or the Public Defender's Office.
 - c. If there is a question as to which recordings can be released or may not be disclosed, clarifying questions should be directed to County Counsel.

3. The following methods are acceptable for placing requests for recordings:

- a. The Dispatch Center Logging Recorder Copy Request Form, which is kept in the section to the left of the mailboxes should be filled out and placed on top of the folder where the Supervisors will find it and fulfill the request.
 - b. The District Attorney's office may send Evidence Discovery Requests to the Dispatch Supervisor Group e-mail list for them to process.
 - c. An e-mail request sent to a Dispatch Supervisor or the Communications Manager detailing the date, time, location of incident, as well as what recording is requested (i.e., radio traffic, 9-1-1 telephone call, etc.)
 - d. All requests should specify if they are needed by a specific time frame and if the requestor wants the information copied to a disc. Otherwise the information requested will be e-mailed.
4. Completed request forms will be retained in the cupboard (2nd from the far right) for a minimum of 6 months from the request date and then shredded.