

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	10.07
		Original Issue Date	Reissue/Effective Date
		11/17/20	12/2/20
Order Title: LOGGING RECORDER		Accreditation Standard: POSTC: 1.1.2, 1.10.2	Section
		10	
		Section Title SUPPORT AND TECHNICAL SERVICES	
Rescinds:		Rebeca Garcia, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish procedures and guidelines regarding the recording of Bridgeport Police Department radio transmissions and emergency telephone conversations.

II. POLICY:

It is the policy of the Bridgeport Police Department that every radio transmission and emergency telephone conversation within the Emergency Operations Center will be recorded and will be retained at least 60 days. Emergency telephone conversations and radio transmission will be available to Dispatchers for immediate playback. Radio transmissions and emergency telephone calls within the Emergency Operations will be electronically recorded and will be available for review.

III. PROCEDURE

A. Access to and Security of Recorded Data

1. Recorded conversations are public information and are open to the general public unless the recordings are part of an ongoing investigation or are otherwise restricted by Freedom of Information laws.
2. Recording copies may be made for official purposes, upon approval of the following personnel:
 - Communications Director

- Police Chief
3. A radio recording may be preserved for an indefinite period of time, if the contents relate to a court case, formal investigation, death, or other law enforcement matter of interest to the department.
 4. Radio recorder media held for a specific case will be retained in the evidence room, following policies and regulations on the handling of evidence.
 5. Radio recordings may be reviewed by Emergency Operations Center staff and Police Department staff and supervisors when the review is required to fulfill a work-related function.
 6. Absent review for immediate playback needs, employees will obtain permission from a supervisor before reviewing recording.
 7. All radio recordings are secured and maintained in the secure server room.

B. Radio Recorder

1. It shall be the responsibility of the Emergency Operations Center Manager to ensure the proper operation and control of the radio recorder and DVDs.
2. Only trained personnel are authorized to operate the radio recorder.
3. The machine shall be operated in accordance with the general operating and maintenance procedures as outlined in the operating manual. The manual shall be kept with the machine.
4. The radio recorder will allow the continuous recording of radio and emergency telephone conversations while the playback function is activated.