

ILLINOIS STATE POLICE DIRECTIVE

ADM-011, COMMUNICATIONS RECORDING DEVICES

RESCINDS: ADM-011, 2016-031, revised 11-02-2016	REVISED: 11-20-2018 2018-015
RELATED DOCUMENTS:	RELATED CALEA STANDARDS: 81.2.8

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Use logging recorders and console-based instant retrieval at ISP facilities to record radio channels and emergency telephone lines.
- I.B. Limit access to recording equipment, recording media, and data.

II. PROCEDURES

II.A. Operation of recording device

- II.A.1. Only trained Communications Services Bureau (CSB), Division of Administration (DOA), personnel are authorized to operate recording devices.
- II.A.2. CSB personnel will be trained quarterly on the retrieval of data.
 - II.A.2.a. The Communications Center Supervisor (CCS) will ensure Telecommunicators are proficient at console-based instant retrieval.
 - II.A.2.b. The CCS will train Lead Specialists to retrieve and/or copy information from the logging recorder to satisfy official requests.
 - II.A.2.c. The training will be documented and retained in the individual's training file.
- II.A.3. The CCS will conduct a weekly check to ensure the logging recorder is functioning properly and document this check. The recorder log will be kept for the current calendar year, plus the previous calendar year. In addition, the designated Assistant Bureau Chief will be notified of any issues with the recorder and will follow up to make sure the issue is resolved in a timely manner.

II.B. Preservation of data

- II.B.1. Recordings of the following will automatically be copied and saved:

- II.B.1.a. Use of deadly force
- II.B.1.b. Shooting incidents
- II.B.1.c. Pursuits with injury or loss of life
- II.B.1.d. Department vehicle crashes with injury or loss of life
- II.B.1.e. Hostage/barricade situations
- II.B.1.f. Critical incidents dealing with man-made and/or natural disasters
- II.B.1.g. Terrorist or bomb threats
- II.B.1.h. Other unusual situations involving ISP personnel

NOTE: A copy of the recording should be placed into the investigative case file or treated as an exhibit, to ensure preservation of the recording for future prosecution or disclosure considerations.

- II.B.2. Upon formal notification by the Shift Commander or Squad Leader to the CCS, a recording may be preserved for the duration of proceedings related to:

- II.B.2.a. Criminal court cases
- II.B.2.b. A formal investigation
- II.B.2.c. Critical incidents dealing with disasters

II.B.3. Recording media held for a specific case will not be reused until the case and all appeals have been resolved.

II.B.4. Recording media will be preserved for not less than 90 days. Requests to retrieve a recording must be received by the CCS within 90 days or the media will be reused.

II.C. Control of and access to recorded data

II.C.1. CCSs will maintain control of the logging recorder media in a secure environment.

II.C.1.a. Each CCS will maintain a Recorder Copy Request Log.

II.C.1.b. The Recorder Copy Request Log will document the:

- II.C.1.b.1) Date
- II.C.1.b.2) Requestor
- II.C.1.b.3) Purpose
- II.C.1.b.4) Disposition (review or copy made)

NOTE: The CCS will retain copies of the Recorder Copy Request Log for the current year, plus an additional two years.

II.C.2. Access to the logging recorder data

II.C.2.a. Copies of recordings from the logging recorder media may be made only for official ISP purposes.

II.C.2.b. The following department officials may obtain recorded information:

- II.C.2.b.1) Director
- II.C.2.b.2) First Deputy Director
- II.C.2.b.3) Colonels
- II.C.2.b.4) Lieutenant Colonels
- II.C.2.b.5) Executive Officer, Division of Operations (DOO)
- II.C.2.b.6) Region Commanders
- II.C.2.b.7) District/Zone Commanders, Operation Lieutenants, or their designees
- II.C.2.b.8) Office of Inspection and Audits personnel conducting official audits
- II.C.2.b.9) Division of Internal Investigation personnel conducting official investigations
- II.C.2.b.10) CSB Supervisors

II.C.2.c. Information obtained from a recording is confidential and will not be released to unauthorized personnel.

II.C.2.d. Access to recorded information requires personal identification and a letter of authority. The letter of authority requires a request from the proper chain-of-command to an individual listed in paragraphs II.C.2.b.1) through II.C.2.b.10) who may issue the letter of authority.

II.C.2.e. Copies of recordings, except those requested through court subpoenas, will not be released to non-ISP personnel without written approval from an individual listed in paragraphs II.C.2.b.1) through II.C.2.b.10).

II.C.3. Access to the console-based instant retrieval may be made as needed by communications and district personnel to clarify telephone or radio traffic.

II.C.3.a. Clarification of radio or telephone traffic should first be retrieved from the console-based instant retrieval.

II.C.3.b. Telecommunicators may access instant playback of the logging recorder only for public safety purposes when:

- II.C.3.b.1) The console-based instant retrieval does not contain the desired traffic.
- II.C.3.b.2) The console-based instant retrieval is malfunctioning.

II.C.3.b.3) Clarification is needed for a telephone conversation or radio message.

II.D. Problems/service/maintenance

II.D.1. If there is a problem with the logging recorder, software or hardware, note the specific problem in the District Computer Aided Dispatch (CAD) Incident Log.

II.D.1.a. Notify the District Technician in Charge. If the District Technician is unavailable, contact the Regional Technician.

II.D.1.b. The Communications Center Supervisor will notify the Regional Manager designated by the CSB with a description of the problem/resolution.

II.D.1.c. The District/Regional technician will contact the CSB technician responsible for maintenance of digital logging recorders.

II.D.1.d. The CCS and technician will work together to resolve the problem.

II.D.2. Maintenance

II.D.2.a. Recording media will be changed at the discretion of the CCS. Alarms and light indicators will be monitored to assist them with this decision.

II.D.2.b. The CCS will retain recording media securely on-site for not less than 90 days.

II.D.2.c. Recording media can only be reused three times, after which the media will be destroyed.

II.D.2.d. Media drives will be manually cleaned, if not a self-cleaning model, each time the recording media is reused.

| Indicates new or revised items.

-End of Directive-