



El Segundo Police Department
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TRAINING BULLETIN

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DIGITAL RECORDINGS: CONTROL AND INVENTORY

Current Department Policy Section 141.30 reads:

- 141.30. *DIGITAL RECORDING CONTROL AND INVENTORY. Officers must download all digital recordings at least once each week. Recordings will be downloaded to a network file designated by the department's system administrator.*
- A. *Digital recordings are to be used for citizen contacts and not for personal business.*
 - B. *Officers shall not delete any downloaded digital recordings.*
 - C. *Digital recordings will be maintained for a minimum of one year pursuant to Government Code §34090.*
 - D. *Digital recordings retained for criminal proceedings will be maintained until such proceedings are completed.*
- 141.35. *SUBMITTING DIGITAL AUDIO RECORDINGS AS EVIDENCE. When a police report is prepared on an incident that has been recorded, the officer will note in the body of the report that an audio recording device was utilized and book the recording into evidence consistent with department procedures. This would include any incident where a case number (DR #) has been associated with a report and there is any amount of digital recording associated with the case that the officer determines will be valuable for the investigation.*

The department's system administrator has designated Network "Drive T - Interview Evidence" for the secure storage of audio files. The following procedure shall be followed when saving an audio file of any investigative interview to the network:

Officers will first save the audio file to their "Desktop" and rename the file in the following format:

DR Number, last name of interviewee (example: 16-1234 Smith)

Audio files of interviews involving people with the same last name must also include the first name.

(example: 16-1234 Smith, John)

Audio files of supplemental interviews with the same person must be numbered:

(example: 16-1234 Smith 2, 3, 4, 5 etc.)

Once the audio file has been saved to the Desktop in the appropriate format, the file must be saved to Network Drive T for secure storage. Drive T has restricted access and files cannot be modified or deleted from the drive.

Consistent with existing policy, Officers must document the audio file in their report.