

**FREDERICK POLICE DEPARTMENT  
GENERAL ORDER**

**Section 15:** Information and Records  
**Topic:** AUDIO/VIDEO RECORDINGS  
**Approved:** 03/19/19  
**Review:** Annually in November by TSD Commander  
**Supersedes:** G.O. 1570 dated 01/08/15

**Order Number:** 1570  
**Issued by:** Chief of Police

**.01 PURPOSE:**

To establish requirements for the retention of audio recordings created within the Communications Section and video recordings from police buildings.

**.02 CROSS-REF:**

Communications Section Policy Manual

**.03 DISCUSSION:**

**.04 POLICY:**

The Frederick Police Department will record, on a continual basis, all telephone and radio transmissions that occur within the communications center and the duty desk as part of its public safety function. Audio recordings of telephone and radio transmissions that occur within the communications center and duty desk are available to communications dispatchers instantly via use of a "playback" option.

The Department maintains a Closed Circuit Television Network (CCTN), which provides visual building security in limited areas of the police Headquarters building and enhances officer safety while dealing with detained persons within the cell block area. The CCTN will be recorded on a continual basis by use of a recording device located within the server room on the second floor of Headquarters.

**.05 DEFINITIONS:**

DIGITAL VIDEO RECORDING SYSTEM – A device used to record audio and/or video from a variety of sources, commonly containing a hard drive for means of storage.

**.10 REVIEW OF AUDIO/VIDEO RECORDINGS:**

Audio recordings of telephone and radio transmissions that occur within the communications center and the duty desk are considered "public information." Requests from the public to review or obtain a copy of any recording shall be handled in accordance with requests for public information.

Supervisors may review or obtain a copy of any recording noted in this section for any legitimate law enforcement need.

**.20 RETENTION OF AUDIO/VIDEO RECORDINGS:**

1. Telephone and radio transmission audio will be retained for a period of one year.
2. Video recordings from the FPD Headquarters Building will be retained for a period of three weeks.
3. Video recordings from the FPD Training Academy will be retained for a period of thirty days.
4. Video recordings from FPD HQ and the FPD Training Academy are stored on Digital Video Recorder Systems and will automatically purge as disk space is needed. The retention guidelines above are incumbent on available disk space and not guaranteed. If at any time a member of the department believes video will be needed from a DVR system they will request the video to be preserved by the Technology and Services Division with as much

advanced notice as possible.

**.30 STORAGE/CONTROL OF AUDIO/VIDEO RECORDINGS:**

1. All telephone and radio audio recordings contained within this general order shall be under the sole control of the Communications Supervisor. The Communications Supervisor will ensure the secure storage of all recordings and is responsible for handling all requests for their review or retention.
  
2. All video recordings contained within this general order shall be under the control of the Technology and Services Commander or designee. The Technology and Services Commander or designee will be responsible for handling all requests for review or retention.