

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 11.08</b>
		Issue Date: March 21, 2005
		Revision Date: March 13, 2017
<b>CHAPTER:</b> Operations Support		Related Policy: G.O. 11.02 (Communications Center), G.O. 11.01 (Police Services Records), G.O. 11.12 (Calls for Police Response, Prioritization, and Deployment), G.O. 11.10 (Telephone Security), G.O. 11.14 (Radio and Mobile Data Terminal Protocols)
<b>SUBJECT: Electronic Monitoring/ Recording Of Sheriff's Office Communications</b>		Related Laws: ORS 181.730; OAR 257-15 series; LEADS, NCIC

**POLICY:** The Sheriff's Office may record all telephone and radio traffic received at or transmitted from the Communications Center.

**RULE (s):**

1. In accordance with state law these recordings shall be maintained at least 7 months.
2. Recorded information is privileged and shall not be used for purposes other than official Sheriff's Office business.

**PROCEDURES:**

I. Automatic Recording Equipment

- A. Only properly trained and authorized personnel should be allowed access to the automatic recording equipment and then only for the purpose of maintenance, in response to an authorized request for a recording, or for the timely purge of expired tapes.
- B. Because of their evidentiary value, recorded communications will be handled in such a way at all times as to maintain a traceable chain of evidence. Except when preserved for investigative purposes, recordings are public record and are subject to public records requests, subpoena, or internal review.
- C. For more detailed information pertaining to the monitoring or recording of Sheriff's Office communications, refer to the Communication Center Procedures Manual.