

**USE OF RECORDING DEVICES**

**CODIFIED:** 98.2  
**EFFECTIVE:** 07/29/11  
**RESCINDS/AMENDS:** New Policy  
**PAGES:** 1

**PURPOSE**

The purpose of this directive is to establish guidelines on the use of recording devices by Department Personnel.

**DISCUSSION**

Recording equipment has proven to be a valuable law enforcement tool. The Department issues (based on availability) and encourages the use of digital audio recorders in order to enhance the effective and efficient delivery of police services, and to serve as an asset for the prosecution of criminal cases.

**POLICY**

It is the policy of the Santa Fe Police Department to utilize recording devices (mobile or fixed) only for official purposes.

**PROCEDURE**

**OPERATION**

**98.2.01** Recording devices, such as audio recorders and video cameras, may be utilized by police officers solely for the following purposes:

- A. Recording statements for use in the investigation of criminal and traffic cases;
- B. In the course of any investigation as an aid to assist conviction of a suspect;

- C. Documenting contacts with the public;
- D. During officially authorized administrative investigations and hearings: pre-determination hearings and related disciplinary meetings, grievance hearings.

**RECORDING DURING ADMINISTRATIVE INVESTIGATIONS**

During administrative investigation interviews the only person(s) authorized to record will be the investigator(s). A copy of the transcript or audio recording will be provided to the employee in accordance with the Peace Officer's Employer-Employee Relations Act.

**RECORDING OTHER DEPARTMENT EMPLOYEES**

**98.2.02** Unless authorized by the directive or the chief of police the use of recording devices by Department employees to record conversations with other Department(s) employee is prohibited without the prior knowledge and consent by each employee.

**MAINTENANCE**

**98.2.03** Department issued recording devices will be properly maintained and any malfunctioning device will be reported to the employees' supervisor, who will take the necessary steps to get the device replaced or repaired.

**98.2.04** The maintenance and upkeep of personally owned devices is not the responsibility of the Department. The Department provides batteries and support for the operation of Department issued equipment only.

DRAFTED (ger) 04/11

APPROVED:   
RAYMOND J. RAEL  
Chief of Police

DATE: 07/29/11