



Policy 20-19

January 9, 2020

Radio Traffic Recording Request Policy

I. PURPOSE

This policy sets forth the procedure used by the St. Louis County Emergency Communications Commission (ECC) for recordings of radio traffic on the St. Louis Area Trunked Emergency Radio (SLATER) system.

II. DEFINITIONS

PSAP: Public Safety Answering Point (for the purpose of this policy, the term PSAP applies to primary and secondary Public Safety Answering Points.)

Outside User Agency: A user authorized by the ECC who provides assistance in emergency situations in furthering the goal of protecting the health, safety, and welfare of the residents and visitors of St. Louis County.

SLATER: St. Louis Area Trunked Emergency Radio System

User Agency: A police department, fire department/district, local government and other St. Louis County organizations who received ECC funded equipment and authorization to operate on the SLATER system.

III. POLICY

Law enforcement and fire talkgroups that exist on the radio system are currently recorded and maintained on equipment under the control and management of the ECC. Access to these recordings is limited to ECC staff members assigned to the Radio Operations Unit.

All User Agency PSAPs have recorders within their facilities which allow for the recording of Radio Traffic for their specific PSAP radio operations. In the event a PSAP is unable to create a recording of their radio operations, the following procedure shall be used by all SLATER system users.

IV. PROCEDURE

- A. A User Agency requesting an ECC radio audio recording must complete an ECN Radio Traffic Recording Request form (ECN Form #19-18) in its entirety. ECN Form #19-18 shall be submitted to the St. Louis County Police Department, Custodian of Records.
- B. The Custodian of Records shall review ECN Form #19-18. If the requested records may be produced, the Custodian of Records shall send ECN Form #19-18 to the ECC Radio Systems Manager for logging and filing.
- C. The Radio Systems Manager will assign a Radio Services Coordinator to create the recording.
- D. Upon completion of the audio copied CD of the requested recording, the Radio Services Coordinator will contact the requesting agency and arrange a date and time for release of the CD.
 - a) Business Hours Pickup from Security Officer's Desk at 1150 Hanna Road.
 - b) After Hours Pickup from St. Louis County Police Department's Bureau of Communications, Supervisor's Desk at 1150 Hanna Road.
- E. Prior to release of the audio recorded CD, ECN Form #19-18 shall be signed and dated by the agency representative receiving the CD. Completed Form #19-18 shall be returned to the Radio Systems Manager for logging and filing.

V. MEMORANDUM of UNDERSTANDING

This policy applies to each public safety user and outside agency user of the SLATER system that have executed an MOU with St. Louis County.

Approved by the Emergency Communications Commission on 1/9/2020



Director,
Emergency Communications Network



Chairman,
Emergency Communications Commission