



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-36 APPROVED: \_\_\_\_\_  
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EFFECTIVE: February 1, 2004

SUPERSEDES: Reviewed/Revised: April 15, 2010

SUBJECT: **Personal Digital Recorders**

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I. PURPOSE:

To establish guidelines and procedures for the use of recording devices (individual digital recorders) by uniform officers. The purpose of this order is to ensure that this practice is followed so that an accurate record of public contacts is available.

II. POLICY:

An officer in a uniformed or field assignment may use a personal recorder to record contacts in the field at the officer's discretion. When an officer chooses to record contacts the procedures outlined in this section shall be adhered to. Officers that record **any** contact that may become a part of an investigation - criminal, civil or internal, shall make that recording available upon request by a supervisor or above. It is recommended that all officers save all recordings to the appropriate storage media.

III. DEFINITIONS:

None.

IV. PROCEDURES:

- A. Tape recordings of suspects' statements and recordings made during a criminal investigation shall be made in accordance with existing laws and procedures for these types of recordings.
1. Uniform officers wishing to use the department issued digital recorders can submit a request to obtain a recorder from the Equipment/Supply Sergeant.
  2. Once a recorder is issued, the serial number will be logged into the officer's equipment sheet by the Equipment/Supply Sergeant.
  3. The recorder should be worn in the issued leather holder while being used in the course of official duties.

- B. When an incident is recorded, and the recording is to be used in a future investigation, a duplicate recording of the incident will be booked following the CSLA evidence procedures.
  - C. All recorded interviews of suspects should have the date, approximate time, the involved officers, location of the interview and a type of incident.
  - D. No Department member shall record other Department members. The only exception will be when conducted within the course and scope of an administrative or criminal investigation authorized/assigned by the Director of Public Safety.
- V. APPENDICES:
- None.