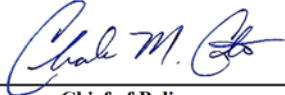
	MESQUITE POLICE DEPARTMENT
	301.00 ELECTRONIC RECORDING OF OPERATIONS
	Effective Date: December, 2019
	Approved: _____  Chief of Police

- I. Audio Voice Recorder (Communications Center, Jail and Front Desk)
 - A. A multi-channel audio recorder shall be utilized to record telephone calls and radio transmissions.
 - B. The shift supervisor shall ensure that the equipment is working properly by retrieving at least one radio transmission or telephone call per shift.
 - C. The audio recorder will be maintained by the system administrator in the Information Technology Department.
- II. Video Recordings (Jail)
 - A. Digital Video Recording equipment shall be utilized to record activity in the MPD jail, including prisoner book-in and arraignment activities.
 - B. The Station Sergeant shall ensure that the system is operational during their tour of duty. Any malfunction which impacts the ability to view or record the cameras shall be reported to the system administrator.
 - C. Digital Video Recorder operating and routine maintenance procedures will be maintained by the system administrator.
- III. Electronic Mail

Electronic mail transmitted through the department's computer system is recorded and maintained in an electronic log. Employees are responsible for retaining their own emails in compliance with the records retention schedule. All work related emails shall be transmitted and received via the City of Mesquite email system. Use of any personal email accounts for official business is not permitted.
- IV. Messaging

All text messages which relate to official business shall be transmitted and received via city provided systems, such as exclusively on a city provided cell phone or on the Microsoft Teams App. Text messages regarding official MPD/City of Mesquite business may be public records. Employees are responsible for retaining their own text messages in compliance with the records retention schedule.
- V. CAD/MDC Messages

Messages transmitted through the department's Computer Aided Dispatch/Mobile Data Computer (MDC) System are recorded and maintained in an electronic log.

 - A. The MDC System is provided for message traffic related to police-related and/or fire-related business only. Messages of a personal nature are prohibited.
 - B. The MDC log is subject to supervisory review, to judicial subpoena, and to public disclosure.
 - C. The MDC log will be printed periodically for supervisory review. Supervisors shall take appropriate action to ensure that the CAD/MDC system is not being used inappropriately.
- VI. Electronic recordings are subject to supervisory review and judicial subpoena and may be subject to public disclosure.
- VII. Personal Recorders

Surreptitious recording of conversations between employees of the Mesquite Police Department is prohibited, unless specifically authorized by the Chief of Police.
- VIII. Photographs, Data (Cellular Phones)

Mesquite Police employees shall not record images or data on cell phones unless there is a legitimate and immediate need to record such information for another member of the Mesquite

Police Department or another law enforcement agency. In such cases the evidence must be either transferred to an official MPD storage media or deleted from the phone immediately after the need for the information has passed. Under no circumstances will images or recordings of MPD investigations or incidents of any nature be made available to unauthorized persons.

EFFECTIVE: April, 1986; REVISED: September, 1990; FORMERLY: D/84-13, D/86-13; REVISED: January, 1996; REVISED: March, 1997; REVISED: July, 2000; REVISED: August, 2011; REVISED: December, 2019