

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

April 24, 2019

Policy Number 8.04

REQUESTS FOR DISPATCH AUDIO RECORDINGS

POLICY

Requests to review and/or obtain a copy of dispatch audio recordings shall be submitted to the Communications Division commander or designee in accordance with this directive.

PROCEDURE

I. **DISPATCH AUDIO RECORDING REQUESTS**

- A. Police personnel who wish to review and/or obtain a copy of a dispatch audio recording shall complete the Request for Audio Recording e-form and submit it to their supervisor for approval.
- B. If approved, the e-form shall be forwarded to the HPD Communications mailbox where it will be retrieved by Communications Division personnel. Each request should be submitted at least 24 hours prior to the requested due date and time.
- C. If, for any reason, the requested audio recording cannot be obtained, the reason shall be provided on the e-form.

II. RETENTION OF RECORDINGS

The Communications Division will retain dispatch audio recordings of all emergency 911 telephone calls and radio dispatches for a minimum of one year, pursuant to Section 46-1.7, Hawaii Revised Statutes.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002