Title: **Voice Recording Policy**

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Author: Geoffrey Kuhn/Tucson Fire Department

Owner: Operations Working Group (OWG)

1. **Purpose**
    a. Define responsibilities related to PCWIN voice radio recordings, especially as they relate to public records requests
2. **Background**
    a. PCWIN owns and maintains a radio logging recorder, intended to record audio transmissions of the radio network
    b. The public will seek copies of voice radio transmissions via public records requests
3. **Policy Statement**
    a. Member agencies are responsible for their respective talkgroups and for fulfilling public records requests for those talkgroups.
    b. Member agencies will have access to the interoperable talkgroups, administered by the PCWIN staff.
    c. Member agencies will be provided access to the PCWIN logging recorder with the appropriate authority levels to access those recordings of talkgroups and channels administered by that member agency
    d. The radio recorder is configured to maintain recordings for a period of six (6) months. Members intending to maintain radio recordings beyond six (6) months must transfer the recordings to the Member agency's storage device
        i. PCWIN is not responsible for the Member agency's storage device in any way.
        ii. Recordings kept by an agency beyond the six (6) month retention period may be subject to subsequent public records requests.
    e. Encrypted communications are generally considered confidential. However, encrypted communications which are recorded are still subject to public records requests.
    f. The release of voice recordings will be accomplished in accordance with the PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network,
4. **Applies to**
    a. All Members, Interoperability Participants, Associates using the PCWIN radio network.
5. **Supporting Rules**
    a. PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network, section 10.5.
    b. 104-C Talkgroup Management Policy
6. **Conditions for Exemption or Waiver**

a. None