



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 03-01	Effective Date: January 2010
Division: Communication and Information Management/Technology	
Chapter: Audio Recording Request From Public Safety Communications	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: August 27, 2013

POLICY

Internal and external requests for audio recordings will follow the established procedure. In order to properly process and consider requests for audio recordings, it has become necessary to standardize the method for production of these recordings. This process will encompass requests for audio recordings from internal and external sources.

These recordings are not authorized for personal use; however, they may be used in conducting a critique of an emergency incident, to satisfy a complaint or potential disciplinary issues or other matters relating to the day-to-day operations of the Prince George's County Fire/Emergency Medical Services (EMS) Department.

DEFINITIONS

Command Officer – A command officer is career or volunteer chief officer.

PROCEDURES / RESPONSIBILITIES

1. General Guidelines

The "Audio Recording Request" form (see attachment) must be completed by a Command level officer and have a specific purpose stated in order for the request to be considered.

All requests must be made to the Emergency Services Command within 14 days of the incident. The ESC Office will notify the individual making the request once the recording has been received from PSCC. Upon notification the requester must make the arrangements to obtain the recording from the ESC Office during normal business hours. If the requester is unable to obtain the recording during regular business hours, the ESC office will advise PSCC when the recording will be obtained from the center by the requester. No requests will be considered if the request is not in writing using the attached form.

Requests from persons outside the Fire/EMS Department must be made in writing to the Office of Homeland Security Public Safety Communications (301- 352- 1401).

Office of the Fire Marshal Guidelines

The Audio Recording Request form may be completed by any Deputy Fire Marshal for the purpose of investigating the origin and cause of a fire or explosion.



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REFERENCES

N/A

FORMS / ATTACHMENTS

Audio Recording Request Form



**PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HOMELAND SECURITY
PUBLIC SAFETY COMMUNICATIONS**



INVESTIGATORY AUDIO RECORDING REQUEST FORM

DATE OF REQUEST:	
PRINCE GEORGE'S CASE #:	
TYPE OF INCIDENT:	
DATE OF INCIDENT:	
LOCATION OF INCIDENT:	
TIME RANGE REQUESTED:	
911 CONVERSATIONS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
RADIO CHANNEL:	
REQUESTED BY:	
RANK/TITLE:	
OFFICE/STATION:	
CONTACT NUMBER:	
COMMENTS:	

I affirm that the recording being requested will be used for investigative purposes only; it will not be used for any other purpose or released to the media without written approval from the Prince George's County Office of Law.

(Signature)

(Date)

THIS FORM MUST BE COMPLETED AND SIGNED FOR ALL INTERNAL AUDIO RECORDING REQUESTS. AFTER COMPLETION, IT MUST BE SENT THROUGH THE FIRE/EMS DEPARTMENT CHAIN-OF-COMMAND TO THE EMERGENCY SERVICES COMMAND OFFICE FOR APPROVAL.

NOTICE: ALL INVESTIGATORY RECORDINGS WILL BE SENT VIA DEPARTMENTAL MAIL UNLESS APPROVED BY THE CUSTODIAN OF AUDIO RECORDINGS.

PSC USE ONLY

DATE RECORDING MADE:	
COMPLETED BY:	
REFERENCE NUMBER:	