

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 2: Administrative Policies

Subject: Recorder Tape Retainment

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Section: 1-2-9

Effective Date: 09-01-91

Revised Date: 02-15-04

- 9.01 Purpose. To set a policy for retaining recorded audiotapes.
- 9.02 Goal. To have a written policy dictating how long and what conditions must be met for keeping recorded audiotapes.
- 9.03 Seven (7) Day Retention.
- A) Tapes with the following information -- telephone conversations on line 834-6868 for burning permits, etc. and noon and 6 p.m. announcements will be kept seven (7) days.
- 9.04 Ninety (90) Day Retention.
- A) Tapes with telephone and radio conversations for any investigation or fire run which is given a case number will be kept ninety (90) days.
- 9.05 Time Decided by Department Chief.
- A) Any tapes with telephone and radio conversations for any emergencies where there was an injury reported or the estimated dollar loss was in excess of \$150,000.00 or any emergency where there was a death reported or any time a TFD line officer requests that a certain tape be kept.
- B) Any of the above listed tapes which the Chief of the Department requests.