



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: EVIDENCE COORDINATOR			NO: C-200
APPROVED: Commander John Carpenter			
EFFECTIVE: August 18, 1992	REVIEWED: August 21, 2025	REVISED: August 21, 2025	UPDATED: August 21, 2025

POLICY

Radio and telephone communications shall be recorded on a 24-hour basis for the purpose of providing evidence in criminal and civil cases, complaint resolution, training, quality control monitoring, or other uses as determined by the Section Manager.

Recordings are maintained for a period of 60 months, after which time they are destroyed. Some incidents may require that the recordings be retained for a longer period.

Recordings of specific communications are frequently requested or subpoenaed for use in court. Whenever a request for a dispatch audio recording arrives at the Communications Center, the Dispatch Supervisor processing such requests shall follow the procedure described below.

PROCEDURE A - ASSIGNMENT OF EVIDENCE COORDINATOR

The Section Manager will:

- Assign a Dispatch Supervisor to act as evidence coordinator.

The Dispatch Supervisor acting as evidence coordinator will:

- Maintain the integrity of the audio recordings kept in the normal course of business.
- Ensure the policies, procedures, and practices followed are consistent with current law.
- Prepare copies requested by subpoena, internally, other allied agencies and the Civil Litigation and Risk Management Unit.

PROCEDURE B - EVIDENCE COORDINATOR RESPONSIBILITIES

The Dispatch Supervisor or designee assigned the task of tracking and completing the audio recording requests will:

- Check the Audio Request email for new requests.
- Check each request for due date.
- Log the request in the audio recording log.
- Save the call for service log and audio request form to the audio recording request file.

- Make a copy of the audio recording and save it to the audio recording request file.
- Update the audio recording log as completed.

PROCEDURE C - PRODUCING REQUESTED RECORDS

Production of records are handled differently depending on the requestor.

- District Attorney – Records will be uploaded into Evidence.com.
- Internal or Allied Agency – Records will be uploaded into Evidence.com, emailed to the requestor or emailed to and processed by the Civil Litigation and Risk Management Unit.
- All other – Records will be emailed to and processed by the Civil Litigation and Risk Management Unit.

PROCEDURE D - DUCES TECUM SUBPOENAS

If a subpoena is marked "Duces Tecum", and the requesting party requires a personal appearance, the Evidence Coordinator will:

- Ensure that the audio recording is produced.
- Advise the Section Manager.
- Assign an authorized employee to appear in court.