

# CLARKSDALE POLICE DEPARTMENT

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**To:** All Officers  
**From:** Asst. Chief Robbie Linley  
**RE:** General Order  
**DATE:** 01/24/2017

This is a written General Order that is a continuation of the verbal General Order that was given to you when the body cameras were deployed in March of 2015. Attach a copy of this General Order to the copy of your City Tape Recorder Policy. The following orders or requirements are in addition to the requirements listed in the City Tape Recorder Policy. The purpose of this General Order is that so you satisfy The City Tape Recorder Policy without compromising Officer Safety.

1. Activate your recording device before activating your blue lights in response to any call, traffic stop, etc where you respond using your lights and siren.
2. When not responding code, activate your recording device before you exit your vehicle when answering a call.
3. Activate your recording device when not on a call but come in contact with a member of the general public.

  
Asst. Chief Robbie Linley A-4

“TO SERVE AND PROTECT”

Revised April 25, 2011

## CITY OF CLARKSDALE POLICE DEPARTMENT TAPE RECORDER POLICY

It is the policy of the City that law enforcement officer contact with the public be tape recorded, so that the Police Chief and the Board of Mayor and Commissioners are able to properly investigate complaints of police misconduct, harassment, or other violations of City or departmental policy. Independent evidence, such as tape recordings, can prove invaluable in assisting the officer in clearing his or her good name in the event of a charge of misconduct. It is not the intent of this policy to interfere with criminal investigations or in any way impede investigation of criminal conduct.

1. All law enforcement officers shall be issued a hand held tape recorder as part of his or her equipment. The officer will be responsible for maintenance of the tape recorder, as he or she is responsible for other City owned, departmentally issued equipment.
2. The officer will be responsible for making sure that he or she has adequate batteries and tapes for use of the tape recorder while on duty. At the beginning and end of each shift, each officer will record his or her name, time and date and ensure that the tape recorder is functioning properly.
3. Any officer who loses or damages the tape recorder will be responsible for payment of such loss or costs, just as with other items of police equipment.
4. Each law enforcement officer shall use his or her tape recorder at all times when that officer is in contact with a member of the public. Plain clothes law enforcement officers, which include the narcotics and investigations divisions, are not required to activate their tape recorders when interviewing an informant, a suspect or an individual when conducting an investigation of a crime or suspected crime.
5. The officer should activate his or her tape recorder when exiting the car to approach a suspect, a group or other member of the public, and should record all contact, including, if applicable, arrest, transport to the station, booking, transport to the County jail and delivery to the County jailer.
6. Each officer shall turn in all tapes, clearly identified, at the end of his or her shift to the Shift Captain. The Police Department and/or the Board of Mayor and Commissioners may conduct periodic reviews of tapes to insure that the policy is being followed.
7. No police officer shall have any privacy expectation or property rights in the tapes, which shall at all times be the property of the City of Clarksdale.
8. In the event of a malfunction of equipment, so that the officer is not able to tape record his or her contact with the public in accordance with this policy, such malfunction should be immediately reported to the Shift Captain.

9. Tapes shall be retained by the department for a period of sixty (60) days. At the expiration of sixty days, and assuming that no complaints against officers have been made or there is no other need for retention of the tapes, they shall be erased and/or redistributed.

10. Any officer violating the above policy requiring tape recording of all contact with the public shall be subject to recommendation by the Chief of Police to the Board of Mayor and Commissioners of the following:

- a. The first offense - a letter of reprimand will be issued if the situation is not severe. If the situation is severe, the officer will receive a three (3) shift suspension without pay.
- b. The second offense - within a three (3) month period will result in a four (4) shift suspension without pay.
- c. The third offense - within a six (6) month period will result in a five (5) shift suspension and/or termination.

11. The Board of Mayor and Commissioners reserve the right to modify this policy from time to time, as necessary, to protect the best interests of the public.