


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.44</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: USE OF AUDIO RECORDERS AND CELL PHONES</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: General Policies and Procedures Use Of Microcassette and/or Digital Recorders</p>	<p>State Certification Standards: 1.28</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the policies and procedures of the Rabun County Sheriff's Office regarding the use of Agency Issued and Personal Micro Cassette and/or Digital Recorders and Cameras.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that Agency Issued and Personal micro cassette, digital recorders and cameras shall be used by certain divisions in this Sheriff's Office for the proper collection and storage of audio evidence.

DISCUSSION

Recordings can also be used to provide evidence in the prosecution of criminal cases in the judicial system and provide positive evidence in the investigations of complaints against deputies.

I. CRIMINAL INVESTIGATIONS DIVISION

1. Investigators should use micro cassette recorders and cameras to document interviews or other official contacts as necessary for the prosecution of criminal cases or for the preservation of evidence.

2. Investigators shall store or file recordings in accordance with the policies and procedures of the Rabun County Sheriff's Office regarding evidence storage.

II. OTHER DIVISIONS WITHIN THE RABUN COUNTY SHERIFF'S OFFICE

1. Any other unit or division with the Rabun County Sheriff's Office may use Agency Issued and Personal micro cassette, digital recorders or cameras within the scope of their duties and the scope of this General Order.
2. Nothing in this General Order is meant to contradict the policies of the Rabun County Sheriff's Office or of the Narcotics Criminal Investigations and Suppression Team in regards to the use of micro cassette and/or digital recorders during the course of a criminal investigation.

III. RESTRICTIONS ON USE

No employee of the Rabun County Sheriff's Office shall covertly record any casual conversation with other members of the Sheriff's Office without their permission unless it is a part of a criminal investigation or part of an internal affairs investigation.

IV. MAINTENANCE AND CARE

1. Deputies assigned a micro cassette, digital recorder or cameras should take reasonable care and perform routine maintenance of the equipment or maintenance of the equipment in accordance with their division or unit policies and procedures.
2. Any damage or malfunction shall be reported to the officer's supervisor or issuing personnel.

V. CELL PHONES

1. No employee of the Rabun County Sheriff's office will text or use any other form of cellular data while driving a vehicle owned by Rabun County Sheriff's Office.
2. If you must use a cell phone while driving, keep the conversation as short as possible and use extreme caution when operating a vehicle while talking on the phone.
3. Do not take crime scene photographs with your cell phone. This could result in your cell phone being held as evidence at trial.
4. No personal cell phones will be allowed in the Detention Center. Cell phones will be left in the employee's mail box or locker at all times other than lunch or break taken outside of the detention center. This includes any employee of Rabun County Sheriff's Office who enters the Detention Center with the exception of administration when conducting Sheriff's Office business. This policy includes the Dispatch area of the Detention Center.

Any employee who violates this policy will receive a written reprimand upon the first violation. The second violation will result in three (3) days suspension without pay. The third violation will result in termination.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County