FIELD GUIDE / RECORDING & RETRIEVAL

Choose a radio recording system around the review you need.

A useful dispatch radio recording evaluation starts with your sources and ends with a reviewer finding the right communication. Use this checklist to turn technical requirements into a practical acceptance test.

01 Inventory the sources before comparing features

The name of a radio platform or protocol does not establish recording compatibility. Document the actual configuration and ask each vendor to confirm the supported connection.

- List systems, recording interfaces, versions, channels, and expected concurrent traffic.
- Identify required timestamps and source metadata, including unit or talkgroup fields where available.
- Record who owns each technical dependency and how configuration changes are communicated.

02 Demonstrate a real retrieval task

Choose a representative incident that includes the types of communications reviewers actually need. Use authorized test material and evaluate the complete path from capture to playback.

- Find a specific exchange using the fields staff will know at the start of a search.
- Verify intelligibility, timestamps, and available source metadata against the test record.
- Review related phone and radio communications and document the steps required to find each.

03 Plan retention, access, and historical records

Storage duration is only one part of a recording plan. Staff also need a clear process for access, retrieval, and continued use of historical recordings.

- Document the agency’s retention schedule and expected storage growth.
- Identify authorized roles and the records retrieval workflow.
- Confirm migration or retained-access options for historical archives instead of assuming universal import.

04 Test intelligence on representative radio audio

If transcription or AI-assisted review is in scope, evaluate it on the audio conditions your center encounters. Check what the output gets right and what a human reviewer must resolve.

- Include background noise, overlapping speech, local terminology, and weak audio.
- Compare relevant names, locations, and unit references with the original recording.
- Confirm which sources and capabilities are supported and how reviewers return to the audio.

05 Write the acceptance decision

Convert the demonstration into a record of what passed, what remains unresolved, and who owns the next step.

- Record each requirement, test evidence, result, and owner.
- Separate verified capability from a proposed configuration or future request.
- Agree on cutover, staff training, and support contacts before rollout.

PUT THE GUIDE TO WORK

Use this guide to shape your agency's evaluation and working discussions. Confirm product availability and supported configurations with Equature.

Radio Recording >

Communications Recording >

Communications Intelligence >