3-07/010.25 - Control and Inventory of Radio Equipment

Unit commanders are responsible for the development, implementation, and enforcement of procedures for radio equipment, care, control and inventory. All portable radio equipment and accessories shall be stored in a locked location. Watch commanders shall confirm, at least once per shift, that all assigned portable radio equipment and accessories are accounted for. Units that do not operate with 24-hour watch commanders, shall develop policies and procedures to ensure strict accountability for communications equipment.

Unit commanders are responsible for implementation of, and adherence to, the battery maintenance and security program approved by CFMB. All batteries not attached and in use on radios shall be secured in a locked cabinet and only issued when a discharged battery is exchanged.

Units temporarily requiring additional radios for planned tactical or special operations shall forward their request to CFMB via the internet request form located on the CFMB web page.

The CFMB shall be responsible for the assignment, control, and maintenance of radio equipment and shall maintain a master inventory of all Department-owned radios. Radios are generally issued to individual Department members and will remain with them when they transfer to a new assignment. Members who transfer to an assignment with a different type of radio shall contact CFMB logistics to exchange radios. Members are responsible for notifying their unit of equipment changes.

Units shall designate a “Radio Collateral Officer” who will be responsible for keeping that unit’s radio inventory updated using the Department’s “MCM” inventory management system. All changes in assignment of radio equipment shall immediately be updated in the MCM system. Semi-annually, the radio collateral officer shall submit a report to CFMB logistics indicating that the radio assignments for that unit are complete and correct.

Department members shall only be issued one portable radio unless authorization is received by CFMB.

Uniformed personnel who are assigned portable radios with remote speaker- microphones, shall carry the radio in the issued holder. The radios shall not be removed from the holder for routine use nor shall the remote speaker-microphone be removed or disconnected from the radio.