

1-04/045.00 Portable Radio Control for the Motorola HT 1250

Sworn personnel assigned within Court Services Division will be assigned a Motorola HT 1250 portable radio. Each Branch shall maintain a "Master Radio Control Log" specifying the make and model, serial number, and personnel assignment.

Each Branch shall also maintain a 'Daily Radio Control Log' to ensure the accurate daily assignment of radios to personnel and in case of emergency trigger activation (E-Trig). The log shall specify the make and model of the radio, serial number, which the radio is assigned to, and a signature of the person having control of the radio.

Personnel shall store their assigned radio in a secure location at their unit of assignment, in the off position. Personnel shall submit batteries for charging at the end of each shift. All sworn personnel assigned a Motorola HT 1250 radio has the responsibility to have their assigned radio at work during their working hours. If for any reason sworn personnel do not have their personal radio in their possession during regular assigned shift the sworn personnel shall immediately notify their direct supervisor.

Note: During an extended leave, radios shall be collected by the Branch Supervisor (Sergeant or Bonus I Deputy). Long term injuries/illness absences or vacations more than 30 calendar days would be cause to return a radio to the Branch pool for use.

All sworn personnel shall exercise reasonable and prudent precautions to prevent the loss or theft of their radio. In the event of the loss or theft of any Department radio, all procedures pursuant to Manual of Policies and Procedures shall be followed.

All sworn personnel, who utilize public transportation in uniform or those who commute via a county vehicle may choose to utilize their radio after their normal shift. All personnel who meet this criterion shall direct a memo to their Unit Commander requesting the use of their radio off duty.

Deputy personnel who participate in the Department Ride-A-Long program, work overtime at other Units, or are involved with special projects may not utilize their radio for those functions as radios should be provided from those assignments. Any exceptions to the use of the radio off duty must be authorized by the Unit Commander.

The Motorola MRK radios shall be distributed to overtime personnel and collected at the end of shift. A control log for the MRK radios shall be maintained daily by the Branch Supervisor.

Branch Supervisors Responsibility

Branch Supervisors shall be required to ensure a Master Radio Control Log and a Daily Radio Control Log are maintained at the Branch. Branch Supervisors shall also conduct regular training on radio use, including off-facility use. The appropriate documentation of such training shall be maintained at the Branch.

Unit Commander's Responsibility

It is the Unit Commanders' responsibility to ensure that the Area Lieutenants conduct routine audits to determine the efficiency of this Directive. The Unit Commander shall have the authority to revoke an employee's privilege of utilizing a radio after a shift when a pattern of neglect or abuse is evident.

