

## **08-067: XTS 3000 Portable Radio Issuance, Control, and Care**

### **PURPOSE:**

The purpose of this order is to establish general procedures for the assignment, issuance, maintenance, and inventory of the portable XTS 3000 radio, allocated to Compton Sheriff's Station.

### **ASSIGNMENT:**

The watch deputy is responsible for assigning radios to all personnel assigned to work a patrol function on the upcoming shift. The procedure for this will be as follows:

The watch deputy will place the assigned radio numbers on the in-service sheet and the radio audit form. Deputies working the upcoming shift will be responsible for retrieving their assigned radio and one battery from the watch deputy prior to the start of their shift. Radios and batteries will no longer be left unattended in the briefing room.

Deputies are required to use only the radio assigned to them for the shift. If a deputy needs to use a radio not assigned to them, they must notify the watch sergeant.

All radios returned at the end of shift shall be returned to the watch deputy and have their radio marked as returned on the Radio Audit Form.

The watch sergeant is responsible for assigning radios to any special event overtime personnel and all other authorized personnel on an "as needed" basis. Prior to assigning these radios, the watch sergeant will check the audit form and verify the radio is available. Under no circumstance shall any personnel retrieve a radio without first obtaining authorization from the watch sergeant and being listed on the radio audit form.

### **ISSUANCE OF BATTERIES:**

The batteries and the battery charger will be kept inside dispatch in the locked radio room under the control of the watch deputy. They will be responsible for charging and rotating the batteries.

Request from other deputies or outside units for charged batteries will be handled by the watch sergeant. The watch sergeant will make the decision if enough charged batteries are available for the patrol deputies first, and then exchange the uncharged battery for a charged one. If a detective is available, request for charged batteries can be exchanged through Detective Bureau.

### **MAINTENANCE:**

When radios are issued or returned, they shall be turned off. If the radio malfunctions or needs a knob replacement, Mic. replacement, etc., it will be the duty of the watch deputy to have the radio transported to

SCC for replacement as soon as practical.

Any battery that fails to be recharged will be checked. If the battery still fails to recharge properly, the Watch Deputy will have the battery transported to SCC for replacement as soon as practical.

## **INVENTORY:**

The watch deputy will inventory all patrol radios from the prior shift to ensure all radios are returned. The procedure for this will be as follows:

The Audit Form will have two pages. The first page will include only radios assigned to patrol. The form will contain the date, shift, and unit of each person assigned a radio. The watch deputy will use the in-service from the prior shift to match each assigned radio to the current shift Radio Audit Form. This will include any unassigned radios and will account for the physical presence of every radio. If a radio is unaccounted for, the watch deputy will begin an active search for the radio. If the radio was assigned to the shift prior, every effort will be made to contact that deputy. The deputy will be required to provide enough details to locate the radio. When all the radios on the Audit Form have been recorded, this will be presented to the watch sergeant and, after review, will be placed on the Watch Commanders Radio Audit Board.

Page two of the Audit Form will list all the assigned radios to specialized units and all reported missing radios. Both pages will be maintained by the watch deputy.

Under no circumstances will personnel be permitted to keep a radio not used on the current shift. Deputies needing the radio to complete after-shift investigations will contact the watch deputy, and exchange the battery for a charged one. This is to allow the nearly exhausted battery to be placed on the charger.

The watch sergeant will have ultimate responsibility for radio accountability during their shift. The watch sergeant will determine appropriate action to be taken if there is any discrepancy regarding the radio inventory.

The watch commander will note the results of the radio audit in the Watch Commander's Daily Activity Log. Any discrepancies not resolved by the shift watch sergeant before the end of shift will be relayed to the oncoming Watch Commander for appropriate follow up.

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