Radio Inventory Procedures

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NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-01; RADIO INVENTORY PROCEDURES

PURPOSE

The purpose of this directive is to provide better accountability of portable radios and batteries.

PROCEDURES

All field personnel shall utilize the radio assigned and ensure the radio is listed on their Deputy Daily Worksheet. All other personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment. Contract city public safety personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment and sign out their radio on the radio inventory sheet. A portable radio inventory board shall be located in the Radio Inventory Room and shall be available for review.

WATCH SERGEANT RESPONSIBILITIES

The Watch Sergeant shall be responsible for ensuring a portable radio inventory sheet is completed during their shift. The radio inventory sheet shall contain a list of all assigned and unassigned radios. It shall list damaged radios as well as radios sent for repair.

WATCH DEPUTY RESPONSIBILITIES

The Watch Deputy is responsible for the exchange of portable radios for each shift. He is also responsible for the continuous rotation and recharge of portable radio batteries. He shall assist the Watch Sergeant in the assignment and accountability of all portable radios.

NORWALK/LA MIRADA SERGEANT RESPONSIBILITIES

The overall responsibility of the portable radio and battery inventory is the responsibility of the designated Norwalk City Sergeant. He will be assisted by the designated La Mirada City Sergeant. Together they will maintain a meticulous review of the radio and battery inventory as well as the compliance of the above indicated procedures.

DEPUTY PERSONNEL RESPONSIBILITIES

Deputy personnel are responsible for their assigned portable radio during their shift. They shall immediately advise of any malfunction or damage to their portable radio (i.e., foot pursuit) so that the equipment can be repaired or exchanged immediately.

Deputy personnel shall turn in their portable radio and battery at the end of their assigned shift. Deputy personnel shall not keep or store a portable radio or battery as their own property unless authorized to do so by the Unit Commander.

Deputy personnel who are determined to be in violation of the above responsibilities are subject to the discipline violations as documented in the Manual of Policy and Procedure.