07-01 ASSIGNMENT AND DISTRIBUTION OF PATROL RADIOS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE February 13, 2007

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 07-01

ASSIGNMENT AND DISTRIBUTION OF PATROL RADIOS

Purpose

This proposal establishes in draft form a station policy for procedural accountability regarding the issuance of the XTS3000 radios to patrol, detectives and specialized units.

Scope

This proposal is intended for all patrol personnel, jailers, field supervisors and shift supervisors assigned to Carson Station. This proposal is not intended for routine operations involving contract services, including but not limited to the Home Depot Center where personnel would be assigned different radios.

Proposal

Due to issues addressed during the last Command Inspection conducted by the Communications and Fleet Management Bureau (CFMB) dated January 31, 2006, involving

the XTS3000 radios, the following proposal was written based on the findings of the CFMB staff.

It is intended that the Watch Sergeant from the shift prior to the oncoming shift will assign specific radios to individual deputies. This will be documented on the oncoming in-service and a radio list roster. Refer to the attached copies for examples. The radios will be maintained by the Watch Sergeant who will verify the serial numbers of the radios. The Watch Sergeant shall issue the designated radio to the assigned deputy.

Personnel going off duty shall personally hand their portable radio to the Watch Sergeant who will log the returned radio back into the inventory. If the Watch Sergeant is unavailable, the Watch Deputy will be responsible for the distribution and/or collection of the radios. During each shift, the Watch Sergeant will reconcile the inventory list with the actual radios in stock.

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All forms for this inventory shall be available on the station "shared files" in Sgt/Lts/Miscellaneous/Radio Inventory. Reconciled copies shall be kept in a notebook located in the Watch Sergeant's Office entitled "Radio Inventory Logs."

Specialized Teams

The station's special teams i.e., COPS, PET, DB. etc, will be issued permanently assigned XTS3000 radios. It will be the team sergeant's responsibility to take inventory and maintain a status report of the assigned radios; a copy of which, should shall be given to the Watch Sergeant by the end of each month. In the event a radio is rendered inoperable, the team sergeant of the specialized team will complete the appropriate paperwork and have the radio replaced through the station's Watch Sergeant. An inventory sheet will be designated for each specialized team and maintained in the Station "shared files"Sgt/Lts/Miscellaneous/Radio Inventory.

TSR:CLJ:TMK:tk