

## **UNIT ORDER #4 - PORTABLE RADIO ASSIGNMENT AND CONTROL**

### **PURPOSE OF THIS ORDER:**

To establish procedures concerning the assignment, storage, and responsibilities associated with the care and distribution of portable radios.

### **OVERVIEW**

The distribution of the Department issued portable radios will enable sworn personnel at Internal Affairs Bureau (IAB) to have instant access to emergency communications and assets, if the need arises.

This unit order is in addition to communications policies and regulations outlined in the Manual of Policy & Procedures.

### **ORDER**

All sworn personnel assigned to IAB will be assigned a portable radio, as needed.

The IAB Law Enforcement Technician (LET) will have the collateral duty to oversee the issuance and deployment of all portable radios. The designated radio control person will maintain the radio inventory system, specifying the make, model number, serial number, and personnel assignments for each portable radio assigned to the Bureau. Any portable radio not specifically assigned to an individual shall be safely stored in a locked and secured equipment cabinet inside the LET's office.

### **POLICY**

All sworn personnel assigned to IAB will be required to store their assigned radio in a secure location, e.g., desk or overhead cabinet, in the "off" position. Radios shall not be left unattended in the interior of vehicles. If a radio must be left in a vehicle, it shall be locked in the trunk.

It is the responsibility of each individual assigned a portable radio to have his/her assigned radio with them during their working hours and during their rollout scheduling period.

Portable radios cost the Department approximately \$1,000. All personnel assigned a portable radio shall exercise reasonable and prudent precautions to prevent the loss or theft of their portable radio.

Lost or stolen radios pose a potential officer safety and homeland security risk. In the event of the loss or theft of any Department radio, the concerned person shall immediately (upon realization) report the loss in compliance with Manual of Policy and Procedures section, 3-07/010.40.

The Unit Commander has the authority to revoke radio assignment privileges due to negligence by an assigned employee.

During an extended leave, radios shall be collected by the affected person's immediate supervisor and returned to the LET. Long term injuries/illness, including absences or vacations exceeding 30 calendar days,

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are cause to return a radio to the Bureau.

Sheriff's Communication Center can provide periodic in-service training upon request. Appropriate documentation of such training shall be maintained by the training staff using an APIS roster.

### **REFERENCE**

For additional information, refer to the attached policies pertaining to possession and care of portable radios.

### **3-07/010.10 DEPARTMENT AND FCC REGULATIONS**

Radio frequencies (channels) and the licenses to operate radio equipment are issued to Los Angeles County for this Department by the Federal Communications Commission (FCC). All communications equipment and its use must conform to Department and FCC regulations including:

- all temporary or permanent base Station equipment must be approved and licensed at the specified site;
- all radio equipment must be FCC type-accepted and approved by the Director of OAS;
- only communications which are essential to official police activities are permissible;
- no indiscreet or profane remarks;
- no superfluous or facetious wording or unauthorized communications,
- no personal remarks or conversation; and
- use of radio channels for training or simulation shall occur only with the prior approval of the SCC Watch Commander. Failure to comply with FCC Rules and Regulations violates federal law and jeopardizes this Department's license to operate.

### **3-01/040.15 CARE OF COUNTY PROPERTY AND EQUIPMENT**

A member shall be responsible for the care, maintenance and serviceable condition of any County property, fixed or movable, issued or assigned to him or otherwise in his care. Loss of, damage to or unserviceable condition of such property shall be reported to his Unit Commander.

Reasonable and prudent precaution shall be taken to prevent the loss or theft of County property. Exceptional care shall be exercised to prevent the loss or theft of security items such as evidence, weapons, radios, vests or tasers.

Loss or preventable theft of County property when the circumstances indicate that a greater degree of caution should have been taken to prevent such loss or theft, willful or negligent abuse, misuse, damage or destruction, shall be grounds for disciplinary action.

A parked vehicle left unattended on the street or in a driveway is particularly vulnerable to theft or burglary. Therefore, personnel shall assure that any County vehicle or any personally owned vehicle which contains County equipment is parked in a safe location and that any firearm, portable radio, evidence, confidential documents or high value County property are secured in the vehicle's trunk, in a rack or a locked container (when available). All weapons shall be removed from any vehicle parked overnight outside of a secure garage. Absent exigent circumstances, any improperly secured equipment stolen from such an unattended vehicle

shall be labeled a negligent loss. Consequently, the employee entrusted with the equipment shall, after consideration of all facts and circumstances, be subject to appropriate Department discipline, refer to section 3-03/060.00.

**3-07/010.40 LOST/STOLEN/DAMAGED RADIO AND CELLULAR TELEPHONE EQUIPMENT AND ACCESSORIES**

- When Department portable communications equipment or accessories are lost, stolen or damaged, the Unit at which it occurred shall:
- make an immediate phone notification to CFMB, Logistics;
- file an Incident Report (SH-R-49) and distribute as follows: o original to be imaged in the electronic archival system, SECDA; o one copy to the Auditor-Controller, Fixed Assets Unit; o one copy to accompany SH-AD-32A to the reporting Unit's Division Chief or Division Director; and o one copy to CFMB Systems Maintenance Section;
- send a SH-AD-32A, signed by the Captain, to the Division Chief or Division Director. The SH-AD-32A shall include: o type of equipment, i.e., portable radio, speaker/microphone. Full description, i.e., brand name, model, size, etc.; o County serial number and/or the inventory control number; o a brief description of the circumstances surrounding the loss or damage; and o the Unit Commander's finding on the cause of the loss/damage and a determination of negligence involved;
- after review by the Division Chief or Division Director, the SH-AD-32A shall be forwarded to the Chief of TSD, Attn: CFMB; and
- cellular telephone equipment capable of sending and receiving data that is lost or stolen must immediately be reported to Data Systems Bureau via the Help Desk to request a "wipe" of the device. Service on this equipment shall not be suspended or transferred until Data Systems Bureau confirms the data is clear or sufficient time has passed indicating the device is not active. Equipment that is lost, stolen or damaged beyond repair may be replaced if CFMB has sufficient inventory to replace the equipment. If an immediate replacement item is needed, the Chief of TSD shall make the determination whether a loan item will be issued pending the delivery of a replacement item. However, if a loan item is not available, the Division where the loss occurred may be required to provide the necessary funds to purchase the replacement equipment.
- Units with damaged equipment may be required to provide the necessary funds to repair the equipment; and/or
- post or damaged cellular equipment shall be replaced and funded by the requesting Unit. If negligence is determined, the employee may be responsible per MPP section 3-03/060.00.