

## UNIT ORDER #47 - PORTABLE RADIO ASSIGNMENT AND CONTROL

### PURPOSE OF THIS ORDER:

The purpose of this unit order is to establish procedures concerning the assignment, storage, and responsibilities associated with the care and distribution of portable radios.

### OVERVIEW:

The distribution of the Motorola HT1250 portable radios will enable sworn personnel at Internal Affairs Bureau (IAB) to have instantaneous 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 Motorola HT1250 portable radio.

**The IAB designated radio control person will have the collateral duty to oversee the issuance and deployment of all portable radios issued to Internal Affairs.** 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 the Audio/Video room.

### 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.

Motorola HT1250 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 Policies & Procedures section 3-07/010.40.

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

During an extended leave, radios shall be collected by the affected person's immediate supervisor and checked into the audio/video room. Long term injuries/illnesses, including absences or vacations exceeding

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thirty calendar days, are cause to return a radio to the unit.

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 the APIS roster.

**REFERENCE:**

For additional information, refer to the following policies pertaining to possession and care of portable radios:

- MPP 3-07/010.10 – Department and FCC Regulations
  - MPP 3-01/040.15 – Care of County Property and Equipment
  - MPP 3-07/010.40 – Lost/Stolen/Damaged Radio Equipment & Accessories
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