

## **Unit Order 14 - Care and Issuance of Motorola XTS5000 Radios**

### **PURPOSE:**

The purpose of this order is to establish policy and fix responsibilities governing the issuance, storage, inventory and maintenance of the Motorola XTS5000 portable radios and batteries.

### **SCOPE:**

This order applies to all station personnel.

### **ORDER:**

### **ISSUANCE**

All portable radios will be issued by a supervisor who has the collateral duty of maintaining the radio inventory. Each time a radio is issued, the receiving personnel shall complete the Portable Radio Deployment to Field Personnel form. These forms shall be stored in a binder. The binder and radios shall be stored in the locked cabinets adjacent to the employees' mailboxes.

### **PORTABLE RADIO USERS**

All personnel who utilize portable radios are responsible for the care of the radio and batteries assigned to them.

Each shift, deputy personnel shall record the identification number of their portable radio on the Driver's tauraf duty equipment record/Vehicle inspection sheet that is to be turned into the Watch Sergeant. Also, during the log-on process in the Computer Aided Dispatch (CAD) system, deputies shall add their mobile radio number in the log-on screen.

Upon the conclusion of a deputy's shift, the portable radio shall be stored in his/her assigned locker in the station locker rooms. The battery shall be removed and placed on the charging station. Under no circumstances shall a radio be left in the "on" position with a live battery while being stored inside a locker. Deputies shall not take their assigned portable radios home at the end of the shift unless they are working as a motorcycle enforcement deputy or they have overtime scheduled at a place outside the station.

### **DISABLED AND DAMAGED RADIOS**

Each employee shall be responsible for completing an "Equipment Repair Report" when becoming aware of disabled radios or batteries. This form has been automated and can be accessed by adhering to the following link: INTRANET, Tech Support/Services, Radio Room, Radio Repair, and then Radio Services Repair Link. Upon completion of the online report, the deputy shall print out the report and attach it to the inoperable radio or battery. The equipment shall then be returned to the radio sergeant. The radio sergeant shall ensure that the defective equipment is returned to Communication and Fleet Management Bureau for repair.

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If a radio or battery is damaged or stolen, the deputy shall complete a SHAD-49 outlining the circumstances and advising the Watch Sergeant immediately. A damaged radio or battery shall have a photocopy of the SHAD-49 affixed to the concerned radio or battery along with the "Equipment Repair Report" by use of a rubber band.

The Radio Liaison Sergeant will arrange for the repair of disabled radio equipment.

## **BATTERY MAINTENANCE**

Batteries shall be placed in chargers in a timely fashion so as to keep a maximum number of charged batteries available. It is not necessary to completely discharge the batteries. Properly maintained batteries should last 10-14 hours. Batteries should be charged for a minimum of four hours. After four hours, the charger will revert to a trickle charge and will not overcharge the batteries.

**NOTE:** These batteries will not develop a "memory" based on repeated re-charging after minimal use.

## **MONTHLY AFILIT**

The Radio Liaison Sergeant is responsible for a monthly audit of radios and batteries.

## **ADDITIONAL INFORMATION**

The radio microphone shall never be clipped to the antenna.

Do not carry the radio by holding the antenna. Do not put undue stress on the mike cord.

Radios shall only be carried in the appropriate radio holders.

Extra batteries shall not be taken out in the field and/or stored in radio cars. The Field Sergeant shall maintain a supply of extra batteries in the event they are needed by deputy personnel.

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