3-05-140 Portable Radio and Battery Procedures

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Effective Date: 10-02-07

Revision Date: 01-28-09

Review Date: 10-04-12

Reference: MPP 3-01/040.15 and MPP 3-07/010.40

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inventory, control and care of portable radios.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) South Facility. This order shall conform to the guidelines set forth in the Department Manual of Policy and Procedures.

ORDER:

~~The~~ A Motorola ~~HT-1250~~ APX 8000 portable radio~~s~~, two batteries, and a radio/battery charging dock ~~will~~ shall be issued to all sworn and custody assistant personnel assigned to PDC South Facility. Because each individual will be issued their own radio, it is not necessary to turn ~~the~~ in radios ~~in~~ to PDC South main control desk (David) personnel at the end of each shift.

A facility radio control log ~~will~~ shall be maintained by the ~~watch deputy~~ Title-15/Maintenance supervising line senior and shall be accessible by PDC South David personnel. All radios assigned to PDC South personnel~~, and any outside personnel working at South Facility, will~~ shall be included on the log for both accountability and emergency purposes. In the event of an emergency trigger activation, the watch deputy will be able to reference the radio log and identify to whom the activating radio is assigned. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log.

~~Personnel from outside units working overtime at PDC South Facility will be issued a radio by the Watch Deputy. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log. Any radios issued to outside personnel shall be collected by the Watch Deputy at the end of each shift.~~

It is each individual's responsibility to ensure they have their assigned radio available to them during their assigned working hours. If, for any reason, personnel do not have their assigned radio available, they shall immediately notify the watch sergeant for a temporary replacement. The watch sergeant will document the radio number and reason for having to issue a radio.

During off-duty hours, the radio shall be stored ~~without a battery,~~ in a secured location, at their normal unit of assignment. In most cases, an individual's assigned locker is the most appropriate location for the storage. Radios shall not be taken home without prior approval by the unit commander. ~~Any personnel working overtime at another unit of assignment or participating in a ride-along program will be assigned a radio from that unit.~~ Personnel shall not take their issued radio from PDC South to another assignment without prior approval of the unit commander or their ~~designate~~ designee.

All personnel shall exercise reasonable care to prevent damage, loss or theft of their radio (Refer to Manual of Policies and Procedures [MPP] 3-01/040.15). All personnel ~~will~~ shall carry the radio in a radio holder, or utilize the issued radio clip, and shall refrain from placing the radio in a rear pants pocket. In the event a radio is lost, stolen or damaged, personnel shall refer to ~~the Manual of Policies and Procedures section shall be adhered to (Refer to~~ MPP section 3-07/010.40~~)~~, "Lost/Stolen/Damaged Radio Equipment and Accessories." Radios shall not be permanently marked in any manner. Any such marking or engraving ~~will~~ shall be considered damage to County property.

~~The charging of batteries shall primarily be the responsibility of the Watch Deputy. Personnel shall deliver a used battery to the Watch Deputy and exchange it for a fully charged one. The Watch Deputy shall be responsible for the immediate charging of any depleted batteries and ensuring that batteries are fully charged. All fully charged batteries shall be placed in the charged battery box.~~

South Facility personnel shall be responsible for charging their own batteries using their own radio/battery charging dock.

Additionally, there are ~~several other~~ battery chargers located ~~throughout the Facility~~ at South David where charged batteries can be obtained on a "one-for-one" exchange basis. Personnel shall not remove a battery from these chargers without replacing it with a discharged one in order to ensure a constant supply of batteries to all personnel. Under no circumstances shall personnel leave loose batteries at any location except in designated chargers (~~i.e.~~ e.g., staff stations, etc.).

Revision Date 11/11/20

10/02/07 SOUF