

Portable Radios

704.1 ASSIGNMENT OF PORTABLE RADIOS

One Motorola APX 6000 portable radio shall be issued to each sworn and full-time field employee. Portable radios may also be issued to other personnel based on need and availability.

704.2 PORTABLE RADIO POOL

A pool of portable radios will be maintained in the Watch Commanders Office, for use by part-time field personnel and reserve police officers.

When checking out a pool portable radio, the employee must fill out the check-out log. When signing onto the Department's Computer Aided Dispatch (CAD) he/she must include his/her portable radio number. Portables checked out from the pool shall be turned in at the end of each shift and signed back into the pool on the log. At the end of each month, Property personnel will conduct an inventory to account for each pool portable radio.

704.3 RESPONSIBILITY

The employee is responsible for his/her assigned portable radio.

704.4 REPAIRS

If repairs to a portable radio are necessary, the radio shall be turned in to Property and Evidence, and a new radio will be issued to the employee. It will be the responsibility of Property and Evidence to have the radio repaired.

704.5 EQUIPMENT CHANGES

When a new radio is issued to an employee, Property personnel will notify Communications of radio assignments changes. This will allow Communications to identify the employee in the event they activate their emergency button.