

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** February 3, 2017

**NUMBER:** 2.13 – COMMUNICATIONS

**SUBJECT:** ISSUANCE OF PORTABLE RADIOS

**RELATED POLICY:** N/A

**ORIGINATING DIVISION:** OPERATIONAL SUPPORT

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**

**SUPERSEDES:** DP 2.13 – 03/28/2014

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**I. PURPOSE**

This Department procedure establishes guidelines on the issuance of portable radios.

**II. SCOPE**

This procedure applies to all members of the Department who are issued portable radios.

**III. REFERENCES**

- A. Department Procedure 1.23 Department equipment accountability
- B. 47 CFR Part 90, Public Safety Radio Services, FCC Rules

**IV. DEFINITIONS**

- A. Operate – shall mean ANY use of the radio system.
- B. Temporary – shall mean a period of time not to exceed seven weekdays.

- C. Loaner Radio – A radio assigned to an Officer, Agent or Deputy of an outside agency, such as a task force, for a long period of time. Examples of outside agencies include FBI, DEA, ATF and San Diego Sheriff’s Office.
- D. Pool Radio – A radio maintained by an area command or other office for temporary use (less than seven days). This includes interoperability with other agencies, temporary replacement of a malfunctioning individually assigned radio until Operational Support Administration is available or daily assignment to RSVP, SETC or Cadets for one shift.
- E. Individually Assigned Radio – A radio permanently assigned to a sworn officer, chaplain, PERT clinician, PEO, etc.

**V. PROCEDURES**

- A. Personnel will be issued a portable radio if they are working in a full-duty assignment.
- B. Radios will only be issued by Operational Support Administration personnel. Area commands and units that have pool radios will not issue the pool radios to individual personnel.
- C. Employees are responsible for the proper care and maintenance of their issued radio. If the radio does not work, the following procedures will be followed:
  - 1. Portable (handheld) radios - during business hours (0600-1600), portable radios requiring repair are to be taken to the Operational Support office located on the 4<sup>th</sup> floor of the Headquarters building. Operational Support staff will exchange the radio and handle the repair requests.
- D. Employees who lose or damage radios through abuse or negligence (unreasonable care) will be held financially responsible for the replacement or repair cost of the radio and will be billed accordingly by Fiscal Operations, pursuant to Department Procedure 1.23, Department Equipment Accountability Procedures.
- E. Employees are prohibited from loaning, sharing, or borrowing pool radios or individually assigned portable radios from another employee,
- F. Employees (or the employee's supervisor) will turn in the issued radio to Operational Support Administration personnel when:
  - 1. The employee resigns, terminates, or takes a leave of absence from the Department; or,

2. The employee is assigned to a light-duty function or the Centralized Telephone Report Unit for a period exceeding 30 days.
- G. Employees are prohibited from leaving their portable radios unattended or unsecured at any time.
- H. All portable radios shall be inspected pursuant to the Police Department Inspections Guide. In addition, supervisors shall conduct an annual inspection of each issued radio and record the appropriate information (system ID # and serial #,) and forward it to Operational Support Administration personnel.
- I. Employees are generally prohibited from operating the radio while off duty, unless in the performance of their duties as a sworn peace officer.
- J. Each Command or unit will maintain a log of the pool radios assigned to them. A Lieutenant or designee will be responsible for maintaining the log and assuring pool radios are signed in and out appropriately with a supervisor signature listed.

**VI. REPLACEMENT PROCEDURES AND RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED RADIOS**

- NEW
- A. Employee – immediately notifies his/her supervisor and completes the necessary case reports accounting for the lost, stolen, or damaged radio.
  - NEW B. Supervisor – immediately notifies the Police Communications Division Supervisor of the radio ID number for deactivation from the system. The supervisor also conducts an investigation verifying the radio was lost, stolen, or damaged, and determines the presence or absence of employee negligence. The supervisor will ensure the proper reports are completed and forward a copy of the case report to the Operational Support Administration with his/her findings. .
  - C. Commanding Officer – reviews incidents of lost, stolen, or damaged radios and determines the presence or absence of employee negligence. The commanding officer will forward his/her findings to Fiscal Operations.
  - D. Operational Support Administration personnel – ensures the equipment replacement procedures have been followed and provides a replacement radio.
  - E. Fiscal Operations – upon notification from an employee's commanding officer of employee negligence, Fiscal Operations invoices the employee for the replacement or repair cost of the radio.

## **VII. PORTABLE RADIO RETURN PROCEDURE AND RESPONSIBILITIES**

- NEW
- A. Employee – returns the portable radio to the Operational Support Administration.
  - B. Operational Support Administration personnel – upon receipt of the returned radio, Operational Support Administration personnel will generate and forward the service request form and radio to the City’s Communications Division for reprogramming if needed. Operational Support Administration personnel also remove the radio ID from the employee's CAD security file and update the radio inventory in the Operational Support Administration equipment database.
  - C. Fiscal Operations – upon the employee’s separation from the Department (resignation, retirement or termination), withholds the replacement cost of any unreturned radio from the employee's final pay voucher.
  - D. Pool Radios are maintained by area divisions, investigative units, PEO, RSVP for temporary issue to fulfill operational needs. They will not be issued to outside agencies for long term use. The loan or temporary issue of pool radios will be documented including date, time, radio equipment number, purpose of the loan and the individual receiving the radio.
  - E. Loaner radios are issued by Operational Support Administration personnel to individuals employed by outside agencies for long term interoperability. Loaner radios will be documented on a radio receipt to include the purpose and duration of the loan, agent/officer name, agency, call sign and cell phone number of the person receiving the radio.
  - F. Loaner and pool radios will be reported to Information Technology by Operational Support Administration for CAD update and Police Communications Division for dispatchers’ information.

## **VIII. RADIO LOGON PROCEDURES**

- A. The CAD system identifies all radio emergencies by their encoded ID number. This information is translated to a unit designator when the employee logs on to the system. All employees will provide Police Communications Division with the following information when using the police radio system:
  - 1. The specified unit designator;
  - 2. The employee's ID number;
  - 3. The portable radio system ID number; and,
  - 4. The vehicle equipment number (if applicable).