

## **13.7 PORTABLE RADIOS**

Departmental Order #: 56-99 (Previously issued under order #s 3-99, 62-97 and 17-96)

### **A. POLICY**

1. Portable radios will be assigned under the following guidelines:

- a. At the discretion and with the approval of a duty Divisional NCO.
- b. Where operational needs permit use for an extra duty assignment.
- c. When the nature of an assignment warrants (i.e., school dances requiring more than one officer, in particular where problems are anticipated), officers shall carry a portable radio.
- d. For extra duty work requiring more than two members, a portable radio may be made available.

## **B. MEMBER**

1. When detailed to an assignment where a radio is authorized, the officer(s) shall:
  - a. Obtain the radio from a Divisional NCO prior to the beginning of the assignment.
  - b. At the completion of the assignment, return the portable radio to a Divisional NCO at the location from which it was originally signed out
  - c. Where no radio is available to the member, he/she is required to contact Dispatch upon arrival at the assignment and again prior to leaving the location at the completion of the assignment.

## **C. DIVISIONAL NCO**

1. Divisional NCOs will assign portables radios to members assigned to extra duty details in accordance with standard policy. When assigning radios for extra duty details, the NCO will:
  - a. Record the officer name, radio number, date and building name in the log book.
  - b. Receive portable radios back from members at the conclusion of the extra work assignment and return them to their appropriate location.