

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>HAND HELD RADIOS</b>		NUMBER: <b>312</b>
EFFECTIVE DATE: <b>May 13, 2022</b>		REVIEW DATE: June 30, 2025
New    X Amends    Rescinds	Dated June 30, 2011	
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**01 Purpose:** To describe procedures for issuance and maintenance of hand-held radios.

**02 Policy:** The Department presently uses a communications system that includes both a base station and hand-held equipment to enable dispatchers and personnel to remain in constant radio contact with one another. Each sworn member of the Department is issued a hand-held radio, and is responsible for maintaining it in proper working order. Damage resulting from neglect or improper use or care may result in disciplinary action.

**03 Procedures:**

**A.** Each officer will be issued one hand held radio. Officers should mark their battery(ies) with their identification number using the label maker in Administrative Services.

**B.** Officers will maintain the radio in proper working order at all times. Patrol Operations officers may use a space for their radios in the rack of radio chargers located in the Team Office or Patrol Supply Room.

**C.** Officers assigned to other than Patrol Operations shall either be issued a desktop charger or have access to a rack charger in their component.

**D.** After issue, the radio may be used for on-duty and off-duty activities that are approved by the Department. An officer must have his/her radio in possession upon reporting for duty, unless the radio is out of service because of damage, malfunction or maintenance.

**E.** Use of the radio must be in compliance with Department Procedures, and regulations established by the Federal Communications Commission.

**F.** Officers issued hand held radios are responsible for their proper use and care.

**1.** If repairs are needed, officer shall complete a Radio Repair/Maintenance Form, TPPD #300-29, turning it in to the Patrol Operations Commander or his/her designee. Damage caused by neglect or misuse shall be reported to the employees Division Commander.

2. If it is determined that damage to the radio is due to neglect or misuse, the officer will pay the cost of the repair. All repairs will be done at a facility approved by the Department.
3. While assigned radios are being repaired, officers will be issued a temporary replacement radio by the Administrative Services Lieutenant or designee.
4. Mobile radios or other radio equipment items needing repairs will also be reported on TPPD #300-29, following the procedure noted above. Before turning it in to Administrative Services, the equipment should be tagged indicating the problem, date and officer's name.
5. In cases of emergency, such as base station failure or repeater failure, the on-duty Team Supervisor shall notify the Department radio repair facility and request emergency repairs. The Communications Officer (see 04 below) will ensure that the approved radio repair facility name, address and telephone number are available.

**04 Communications Officer:** The Administrative Services Lieutenant or designee will be the Communications Officer, who is responsible for ensuring that the Department's communications equipment is maintained in proper working order.

The Communications Officer:

- A. Will not make any repairs or adjustments unless they are of a minor nature and he/she has the necessary skill level to make the repair;
- B. Shall ensure that a master file is kept of all radio communications equipment, repair logs, availability of spare radios and FCC permits. This file will be supplemented by the repair facility.

**05 Batteries:** Each officer will be issued two batteries. Officers should see the Communications Officer if replacement batteries are needed.

**06 Inspections:** Team Leaders shall inspect officer's radios when conducting routine bi-monthly inspections.

**07 Exceptions:** Probationary officers or officers on extended sick leave:

- A. Radios will be issued to probationary officers upon their completion of an approved police academy.
- B. Any officer who is placed on extended sick leave, extended Workmen's' Compensation leave, or relieved of police powers will return the radio to the Communications Officer.