
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.21.4	
Subject:		Distribution:
Radio Care and Maintenance		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-7
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish guidelines and provide procedures for the issuance, use, care, maintenance and repair of the Department supplied portable radio and accessories.

POLICY

It shall be the policy of this department to issue portable radio equipment to its sworn Personnel and to formulate a clear and definitive system of accountability for this Township property through the establishment of procedural standards.

PROCEDURE

A. DISTRIBUTION OF EQUIPMENT

1. Sworn departmental personnel will be assigned a portable radio with accessories. These radios may be stored at the residence of the individual officer during non-duty hours.
2. A limited supply of spare radios and batteries will be maintained and stored in the supply room in the Report Review area of the Auxiliary Services Division.
3. The spare radios will be primarily for use by sworn personnel as replacement radios when issued radios are in need of repair. Replacement radios will be returned to the Auxiliary Services Division supply room following each tour of duty. They will be placed in appropriate chargers in this room and the room will be secured.
4. No radios, except those specifically assigned to individual officers, will be taken home by officers at any time, for any reason.

5. Both a manufacturer's serial number and a Township identification number will identify all radios, including mobile and portable units. A central file, listing each issued item of equipment and the name of the person to whom it is assigned, will be maintained by the Auxiliary Services Commander for the purpose of tracking maintenance, damage and repair.
6. During the hours when a designated officer assigned to Auxiliary Services is available, all radios, other than those individually assigned, will be issued by that designated officer.
7. During the hours when Auxiliary Services Personnel are not on duty and a replacement radio or an additional radio is needed, the on-duty supervisor will be responsible for the issuance, and the return and storage of the radio.
8. A portable radio log will be established and maintained in the Report Review area. No spare radios will be removed or replaced without the proper log notation.
9. Unless otherwise approved by the Staff Services Division Commander, no one other than the designated Auxiliary Services Division officers or the Patrol Unit supervisor is to remove or to issue spare portable radios.
10. The Auxiliary Services supply room in the Report Review area will be locked at all times when Report Review personnel are off duty. Unless otherwise directed, only Auxiliary Services personnel and Patrol Unit supervisors are permitted to enter this area.

B. INDIVIDUAL RESPONSIBILITIES FOR CARE AND MAINTENANCE

1. Individually assigned portable radios will not be utilized for purposes other than those directly related to the officer's duties as a member of this department.
2. Officers assigned portable radios will be responsible for their control and security at all times. Responsibility for the proper use, care and maintenance of this equipment, in accordance with departmental training and the manufacturer's instructions, rests with each officer. A repair slip will be completed upon the malfunction of a radio. This repair slip will be attached to the radio. A supervisor will be notified of the malfunction.
3. The loss of or damage to this equipment will be reported immediately. Conditions of this type that are determined to be attributable to negligence or carelessness will result in disciplinary action.
4. In addition to the supervisory responsibilities already stated, radio malfunctions requiring the replacement of a radio will be addressed by the on duty supervisor or, if on duty, designated Auxiliary Services personnel. The radio and the repair

slip will be placed in the supply room opposite the Report Review area and secured. Auxiliary Services personnel will monitor this area as a regular part of their daily assignment and promptly process all radio repair needs.

5. Auxiliary Services personnel will periodically check on radios sent out for repair and ensure the prompt service and return of the equipment. The Auxiliary Services Commander will maintain a record of repairs and service to all radio equipment.
6. The Auxiliary Services Commander will oversee all matters relating to control and maintenance of this equipment. The commander, in conjunction with repair service personnel, will verify the cause of each radio malfunction and initiate the appropriate corrective, preventive or disciplinary action.

C. INSPECTIONS

1. All equipment will be subject to spot inspection by supervisory personnel or by designated personnel assigned to the Auxiliary Services or Staff and Inspections Units.
2. Proper orientation, training and the issuance of appropriate maintenance and instruction materials will be accomplished by Auxiliary Services personnel prior to the issuance of radios and radio accessories.
3. General problems, short of breakdowns or malfunctions, such as radio static, unusual wear and similar circumstances will be immediately reported to assist in the initial and follow-up phases of radio equipment evaluation.

D. MISCELLANEOUS

1. The departmental issued portable radios are equipped with an emergency button on the top portion of the portable radio adjacent to the radio antenna and on the top of the speaker microphone. The portable units are programmed so that an activation of the emergency button indicates, in the Communications Center and Montgomery County Emergency Dispatch Center, the badge number of the officer assigned the portable unit.
2. The departmental issued portable radios have a Nickel-Cadmium battery. These batteries build up a "memory" based on use. They operate more effectively when they are permitted to drain completely and are recharged completely. It is recommended that this be done every 30 to 60 days. Additionally, the Auxiliary Services Unit has a battery conditioner that will be utilized to recondition batteries on a regular schedule. To most effectively charge a battery at home, do the following:

- a. Leave the radio on for approximately 30 hrs. After the battery is drained, place it in the charger for approximately 14 hours (for a complete charge). The radio may remain in the charger for longer periods of time.
 - b. If an officer is not going to be returning for work for an extended period, the radio should not be charged continuously during that period. There is no additional benefit to charging a battery after it is fully charged.
3. During regular duty hours, Patrol Unit personnel will carry their assigned radio in the issued radio case. Bicycle Patrol Officers will also use the issued radio case.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.