

- I. Purpose
- II. Policy
- III. Procedures
- IV. *Portable Radio Use*

I. Purpose

The purpose of this Directive is to establish procedures for the issue and maintenance of portable radios.

II. Policy

It is the policy of this Division to assign portable radios to individual officers and to ensure that they are properly accounted for and maintained.

III. Procedures

- A. Officers will be assigned a portable radio as part of their issued equipment *from* Division inventory.
- B. *The Property Specialist will maintain a list of all radios with serial numbers and assignments.*
- C. *The Property Specialist will maintain and be responsible for issuing spare radios.*

IV. *Portable Radio Use*

- A. Officers may utilize their assigned portable radio for police business *and secondary employment pursuant to the FOP Collective Bargaining Agreement.*
- B. Officers who maintain their assigned portable radio at their residence during off duty hours will ensure that the radio is secure and inaccessible to unauthorized operators. Officers will not leave their assigned portable either in their personal vehicle or in their assigned take home vehicle.

**Approved Park Police Document
Signed Original on File**

End of Directive