

## 800 MHz Portable Radios

This order outlines procedures for the inventory, issuance and repair of the 800 MHz portable radio and accessories.

### I. POLICY

**RESPONSIBILITIES OF MEMBERS.** It is the policy of the Department to regulate the use and care of the 800 MHz portable radios to ensure that they are properly functioning and available to members. Officers who are assigned an 800 MHz radio shall be responsible for its security and maintenance. They shall immediately report any loss, damage or condition, which renders the radio inoperable to their supervisor. The radio should then be delivered to their unit's facility coordinator for repair or replacement. The station keeper is responsible for the care and inventory of units unassigned 800 MHz portable radios. The station keeper shall maintain a sign-out log and ensure that members who have not been issued an 800 MHz radio sign them out on the log sheet before using them and sign them back in when returning them.

### II. PROCEDURES

#### A. INOPERABLE 800 MHz RADIOS

1. **DUTIES OF MEMBERS.** In the event that an 800 MHz portable radio or any of its components (battery, antenna, or microphone) becomes inoperable, return the entire unit to the facility coordinator. If a member is assigned to the Investigations or Administration Bureau, the inoperable radio should be returned to the unit's designated member. Officers **shall not** respond to the Radio Shop (901 Rankin St.) for any radio repairs or modifications.
  - a. Keep the radio intact. Do not remove any of the radio's components (antenna, speaker microphone, or battery).
  - b. Complete a "Malfunction of Portable Radio Equipment" Form (SFPD 365) and attach it to the radio.
  - c. Notify the unit's Facility Coordinator of the inoperable radio.

## 2. AIRPORT BUREAU MEMBERS

If a member is assigned to the Airport Bureau, the inoperable radio should be returned to the equipment officer. The equipment officer will complete a Scheduling & Control, Request for Service form, attach it to the radio and notify the Airport radio shop for repair. Equipment officers are responsible for the care, inventory and signing in and out for all radios.

## 3. DUTIES OF THE FACILITY COORDINATOR/DESIGNATED MEMBER. When notified of an inoperable 800 MHz radio, follow these procedures:

- a. If appropriate, triage the radio to determine if the radio problem is due to a loose accessory connection, or old battery.
- b. Forward the radio to the Property Control Division, Monday through Friday, 0700-1400 hrs.—Make the appropriate radio inventory changes and deliver the inoperable radio/accessory to the Radio Shop (901 Rankin Street.) Upon notification from the Radio Shop that the radio/accessory has been repaired, respond to the Radio Shop and pick up the radio/accessory for return to their units inventory.

B. OPERATION. For efficient radio transmission and reception, the 800 MHz radio must contain a freshly charged battery and be carried with the antenna in the up position. Bending or tucking the antenna reduces the efficiency of radio operations and damages the antenna. To ensure a freshly charged battery, a battery should remain in the charger for at least one hour once the charger light turns green.

## III. MODIFICATIONS

1. Standard whip antenna shall not be replaced with a stubby antenna. For optimum coverage, San Francisco's 800 MHz system was designed to use the standard whip antenna.
2. Officers may attach an earpiece, which has a threaded 3.5mm plug.
3. Officers may attach a Department issued surveillance kit or any microphone kits specific to their unit and job assignments (i.e.: EOD, Hondas, and Solo Units).

4. Unless and approved by the Deputy Chief of Administration, the 800 MHz radio talkgroup radio configurations shall not be modified.

**IV. NOTIFICATIONS / REPORTING REQUIREMENTS FOR LOST/STOLEN RADIOS**

1. Members shall prepare a memo and an incident report.
2. Member's supervisor shall notify the on-duty supervisor at the Emergency Communications Department (415-575-0737).
3. After a preliminary supervisor's investigation and unsuccessful attempts to locate the radio, the Platoon Commander or Officer-In-Charge shall notify System Watch (415-558-3884) to deactivate the radio.
4. Forward a copy of the incident report to the Property Control Division. The incident report shall include the date, time and person notified regarding the deactivation of the radio.

**V. NOTIFICATIONS / REPORTING REQUIREMENTS FOR FOUND RADIOS**

1. When a radio is recovered/found, the appropriate supplemental incident report shall be prepared and a copy forwarded to the Property Control Division.
2. The Platoon Commander or Officer-In Charge shall notify System Watch (415-558-3884) to reactivate the radio.