

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 10/01/2013	SUBJECT: TWO-WAY RADIOS	Number 337.00 (NYSLEAP O-55-3)
RESCINDS: 04/15/2003		Number of pages 2

I. Policy:

A. It is the policy of the Niagara Falls Police Department to make available to all on-duty uniformed personnel a portable radio.

1. Uniformed personnel shall carry this portable radio in an appropriate secured radio holder on their person.
2. Non-uniformed personnel shall carry their radios in a careful manner.
3. All employees are responsible for the proper care and use of portable radios.

B. Radio Assignment:

1. All portable radios will be accounted for on each tour of duty by the Desk Lieutenant utilizing an appropriate log.
2. Personnel securing a portable radio will log in the time and the radio number of the radio in use and log out at the end of the tour of duty or at the end of the use of that radio.
3. Portable radios will be assigned a number and will be charged on a regular basis so as to be operational at all times.
4. Employees shall have these radios available for use at all times.

C. Radio Repairs:

1. Radios in need of repair will be reported to the Desk Lieutenant by the police officer assigned to that radio.

2. The officer will affix a note to the affected radio describing the problem and leave the radio in the portable radio room. The radio will be immediately taken out of service.
3. The "A" Shift desk lieutenant will notify the Radio Shop of any radios in need of repair.

D. Permanent Assignment of Radio:

1. Members assigned to certain specialized units may be issued a portable radio for 24 hour/7 day use.
2. These members are responsible for the proper care and use of these portable radios.