



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 81.3

### TITLE: POLICE RADIOS

**EFFECTIVE: 01/14/2018**

**REVISED: Replaces Policy 803**

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#### PURPOSE

The purpose of this chapter is to establish protocols for the issuance of police radios and reporting of loss, theft and repair needs of police radios.

#### POLICY STATEMENT

1. Each department radio should be programmed as authorized with the frequency access utilized by that member's specific unit assignment.

#### RESPONSIBILITIES FOR CORRECT AND TIMELY ISSUING

2. The Education and Training Division shall coordinate with the Electronics Section to ensure that each recruit has a properly programmed radio prior to reporting to his/her new assignment.

#### ELECTRONIC SECTION RESPONSIBILITIES

3. The Electronics Section shall be responsible for maintenance of the Department's inventory records for radio assignments.
4. The member shall verify when receiving his/her radio that it functions and is configured properly and is correct as listed on the receipt.

#### LOST / STOLEN RADIOS

5. Lost or stolen radios shall be documented by the member's supervisor as per **Chapter 17.2 – Department Property**. A copy of the report shall be forwarded to the member's unit Commander, the Electronics Section and the Bureau Chief for the Management Services Bureau within 24 hours. The Electronic Section will not issue a replacement radio without first being given the item number.
6. Upon a member realizing that his/her radio has been lost or stolen, he/she shall immediately notify Communications Services of the missing radio and have an NOPD Item number generated.
7. No member may author a report on his/her own lost or stolen radio. The report shall be

written by a supervisor.

8. Communication Services NOPD Liaison shall notify the Electronics Section of the missing radio by departmental email immediately. **The Electronics Section shall immediately deactivate the missing radio so it cannot be used.**

#### **DAMAGED RADIOS / RADIOS IN NEED OF REPAIR**

9. Members whose radios are damaged or in need of repair shall be issued a temporary replacement radio by the Electronics Section. The member shall inform his/her immediate supervisor that his/her radio is being repaired and he/she has been issued a replacement. The member shall ensure the replacement radio matches the previous radio's functions and is configured properly and is correct as listed on the receipt.

#### **SECURITY OF RADIOS / RADIO EQUIPMENT IN VEHICLES**

10. Commanding Officers shall take those steps they deem appropriate to secure those radios installed in police vehicles under their command if the vehicle has to be sent to an outside vendor for repairs.
11. Commanding Officers shall take those steps they deem appropriate in securing radios of members whose radios permit access to sensitive transmissions who are on extended sick leave, furlough, or other type of leave.

#### **MODIFICATIONS TO RADIOS**

12. Members wishing to modify their radio to permit access to other talk groups not normally assigned to their unit talk group shall:
  - (a) Request permission, in writing, through their chain of command, indicating the specific talk group needed;
  - (b) Explain the reason the talk group is needed;
  - (c) Indicate whether the additional talk group(s) which are to be added are temporary or long term; and
  - (d) Submit the written request to the member's Bureau Chief for approval and to the Bureau Chief of the requested talk group if the talk group requested is outside the member's Bureau assignment. This completed request must be forwarded to the Deputy Superintendent of the Management Services Bureau for processing.