

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	<p style="text-align: center;">Distribution</p> <p style="text-align: center;">ALL PERSONNEL</p>	<p style="text-align: center;">General Order Number</p> <p style="text-align: center;">10.05</p>
		<p style="text-align: center;">Original Issue Date</p> <p style="text-align: center;">11/17/20</p>	<p style="text-align: center;">Reissue/Effective Date</p> <p style="text-align: center;">12/2/20</p>
<p>Order Title:</p> <p>PORTABLE RADIOS</p>		<p>Accreditation Standard: POSTC:</p>	<p>Section</p> <p style="text-align: center;">10</p>
		<p>Section Title</p> <p>SUPPORT AND TECHNICAL SERVICES</p>	
<p>Rescinds: 3.1</p>		<p>Rebeca Garcia, Chief of Police</p>	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department's procedures and guidelines regarding the use of portable radios.

II. POLICY:

The policy of the Bridgeport Police Department is to issue to each sworn member a department-owned portable radio and associated equipment for their use. Upon issuance of the portable radio and associated equipment, each officer shall sign a form acknowledging receipt of same. At time of separation from the service, officers shall return the radio and associated equipment in working order, to the Department Clerk.

III. PROCEDURE

A. Use of Portables

1. Officers shall only use their assigned portable radio and associated equipment. No officer shall loan or utilize another officer's radio except in an emergency. Officers shall ensure that their portable radio is not utilized by any unauthorized personnel.
2. Officers, whether on duty, off duty or on private duty assignments shall utilize their proper departmental call sign and use accepted communications signal codes and procedures.
3. Since officers are not fully equipped when off-duty, absent an emergency, they shall not call in license plates or other routine matters. If, however, a crime in progress or

a motor vehicle accident is observed, the officer may call the information in and observe, or intervene only to a level safe for the officer.

4. Officers shall be personally responsible for the care and use of the radio.

B. Lost or Stolen Equipment

1. Any officer who loses or has a radio stolen shall immediately notify the on-duty supervisor, who shall take a written statement from the officer detailing the circumstances behind the loss.
2. The supervisor shall conduct an initial inquiry into the circumstances and forward his findings to the Patrol Commander. In the case of a member of the Detective Division, the report shall be forwarded to the Detective Division Commander.
3. The Emergency Operations Center shall initiate a lost or stolen property file on COLLECT.
4. Upon acknowledgement that a radio has been lost or stolen, upon being all necessary measures will be taken to immediately disable the radio in order to avoid information being disseminated to non-law enforcement persons.

C. Repair of Radios

1. Should an officer's radio need repair, they shall turn it in to their Shift Supervisor with a repair form stating the problem.
2. If the damage appears to have been caused by intentional abuse or negligence, the Shift Supervisor shall make a report of it and forward it to the Division Commander.
3. The Division Commander will prepare and forward a report to the Divisional Deputy Chief that will include the following:
 - a. Circumstances leading to the damage of the radio.
 - b. Findings on whether the damage was caused by carelessness, misuse, or abuse.
 - c. Corrective action to be taken.
 - d. Copies of this report should be forwarded to:
 - 1) Commanding Officer of the Emergency Operations Center.
 - 2) MIS Radio Control Officer along with the damaged radio.
4. The Shift Supervisor shall issue to the officer a spare radio for that shift only. Upon completion of the shift, the officer shall return the spare radio to the Supervisor who shall inspect same and return it to the charger. Under no circumstances shall a spare radio be locked away or taken home.

D. Responsibility for Loss or Damage

1. The concerned member will immediately notify his immediate supervisor in writing regarding the circumstances of the theft or loss of a Department issued radio.
2. The immediate supervisor will contact the MIS Radio Officer and request a copy of the serial number and ID number of the radio for inclusion in the supervisor's report.
3. The immediate supervisor will also notify the Detective Bureau so that an NCIC entry can be made and an investigation initiated if circumstances deem that an appropriate course of action.
4. The immediate supervisor will forward the report through the chain of command to the concerned member's Commanding Officer.
5. Should any officer lose or damage their issued radio and that loss or damage be found to have been caused by negligence, disciplinary action as outlined in the rules and regulations shall be enforced.

E. Commanding Officer Responsibility for Loss or Damaged Radios

1. Investigate the circumstances regarding the loss, theft or recovery of a radio.
2. Prepare and forward a report to the Divisional Deputy Chief that will include the following:
 - a. Circumstances leading to the loss, theft or recovery of a radio.
 - b. Findings on whether the theft or loss was the result of carelessness.
 - c. Corrective action to be taken.
 - d. Recommendations regarding disciplinary action if warranted.
3. Copies of the report should be forwarded to the following:
 - a. Commanding Officer of the Emergency Operations Center.
 - b. Divisional Deputy Chief.

F. Operating and Charging Instructions

Each officer shall be issued an instruction manual for their radio and shall familiarize themselves with all the proper procedures.