
	<b>GENERAL ORDER</b>		SERIES	NUMBER	EFFECTIVE DATE
			302	5	October 27, 1980
SUBJECT  <b>Radio Communications</b>			DISTRIBUTION <b>A</b>		
			ORIGINATING UNIT  <b>PDD</b>		

The purpose of this order is to establish responsibilities and procedures for the operation, maintenance, and security of mobile and portable radios, as well as the use of the paging systems. This order consists of the following parts:

**PART I      Responsibilities and Procedures for  
Members of the Department**

- A. General.
- B. Prohibitions.
- C. Communication Zones.
- D. Communicating with the Station.
- E. Radio Contact with the Dispatcher.
- F. Safeguarding the Radio.
- G. Portable Radios.
- H. Batteries - Use and Maintenance.
- I. Paging Systems.
- J. Citizen Band Radios.

**PART II     Responsibilities and Procedures for  
Special Assignment Personnel**

- A. Patrol Signal System Officers.
- B. Radio Service Personnel.
- C. Radio Dispatchers.

**PART III    Responsibilities and Procedures for  
Supervisory and Command Personnel**

- A. Field Operations Officer.
- B. Director, Communications Division.
- C. Commanding Officers.
- D. Supervisory Personnel.
- E. Radio Maintenance Shop Supervisor.

**PART I**

A. General.

1. Vehicles requiring radios shall be equipped only by direction of the Chief of Police.
2. The rules and regulations of the Federal Communications Commission license police stations for the transmission of emergency messages only. Any communication that does not fall within this category shall be transmitted by telephone, teletype, or other means of communication.

3. Members are reminded that there is a shortage of radio broadcast time and that they shall keep radio transmissions to a minimum consistent with efficient police service.

4. The Communications Division consists of such engineers, radio operators, and service personnel as designated by the Chief of Police.

5. No one shall be permitted in the radio broadcast room, Communications Division, except members assigned to duty therein, or persons conducting official business.

B. Prohibitions.

The following acts are prohibited in regard to mobile and portable radios:

1. Transmissions of profane or indecent language.
2. Transmissions in languages other than English, except with the approval of the official then in charge of Communications Division.
3. Unnecessary or superfluous radio messages.
4. Willful transmitting so as to interfere with another person's message.
5. Willful damage to or permitting radio equipment to be damaged; or allowing unauthorized persons to tamper with, use, or operate radio equipment.
6. To preclude the possibility of detonation, under no circumstances shall a portable radio loaded with a battery, a battery itself, or any other electrical equipment be carried or placed in contact with ammunition.

C. Communication Zones.

1. The District of Columbia is divided into seven police districts. Each of these districts operate on and is covered by a separate communication zone. Currently, the Metropolitan Police Department's communications system is comprised of thirteen (13) UHF channels and three (3) VHF channels.
2. City-Wide I, the designated emergency channel, is located on the last position on all departmental radios. This frequency is normally used during any large-scale disaster or disturbance when units from different organizational elements are working together. These units shall be directed by the dispatcher to switch to City-Wide I when the need arises.
3. The City-Wide I position may also be used by an officer from any organizational element who encounters an emergency and is unable to transmit through his/her assigned zone. After contacting the dispatcher and getting an acknowledgment, the officer shall advise the dispatcher that he/she is returning to his/her assigned channel and return his/her unit's radio back to the zone on which it normally operates.

D. Communicating with the Station.

Members of the patrol force, uniformed and non-uniformed, shall communicate with their stations in accordance with procedures prescribed by their commanding officers.

E. Radio Contact with the Dispatcher.

1. Upon receipt of a radio message from the dispatcher directing a unit to proceed to a given point or take specific action, the officer(s) in the unit so assigned shall:

- a. Immediately acknowledge the assignment over the radio.
- b. Make a notation on a PD Form 775 of the exact time the message was received.
- c. Make a brief notation of the facts as given by the dispatcher.
- d. Proceed to the location given.
- e. Upon arriving on the scene of their assignment, make a notation of the arrival time, call the dispatcher, wait for an acknowledgement, and then voice "ON THE SCENE" to the dispatcher. NOTE: Members may disregard voicing "on the scene" if an emergency exists and they are unable to reach the dispatcher.
- f. Immediately investigate the cause of the call for police service and see that proper action is taken.
- g. Upon completion of service at the scene, immediately report to the dispatcher as to the nature of the call and the action taken.
- h. Upon completing the above (a. through g.), return to service and complete the appropriate portion of the PD Form 775.

2. Members assigned to radio equipped vehicles, upon noting that they will be out of service in excess of one-half hour, shall contact the dispatcher and request a time check.

3. When personnel assigned to radio equipped vehicles request to be placed out of service, they shall contact the dispatcher and give the location and the reason for going out of service.

4. When the operator of a two-way radio has reason to contact the dispatcher, they shall do so by identifying themselves as follows: Cruiser No.\_\_\_\_\_, Scout Car No. \_\_\_\_\_, Patrol Wagon No. \_\_\_\_\_, Scooter No. \_\_\_\_\_, Footbeat No. \_\_\_\_\_, etc., using the proper unit designation (e.g., "Cruiser No. 1 to Radio").

5. When the operator of a two-way radio acknowledges a radio transmission, they shall identify themselves by the Unit Call No. \_\_\_\_\_, Cruiser No.\_\_\_\_\_, Scout Car No.\_\_\_\_\_, etc., and when possible they shall use the acknowledgments listed on PD Form 234 (Radio Transmission Codes and the Standard Phonetic Alphabet).

6. Members may place themselves out-of-service for a lunch period not to exceed 30 minutes during the tour of duty. Members are limited to one lunch period per tour of duty.

7. Any member who places himself/herself out-of-service in a self-initiated assignment (other than a dispatched assignment) shall report back to the radio dispatcher within ten (10) minutes.

8. Any member who places himself/herself out-of-service on a progress report run shall cite the central complaint number(s) to the radio dispatcher. The dispatcher shall note these numbers in the [remarks] section of the Administrative Event Record.

9. In performing police functions which require members equipped with an all-portable radio system to leave their vehicles, such members need not advise the dispatcher. Examples of such functions are bank checks, business checks, station assignments, or any police business which would allow members to be readily available to return to their vehicles to handle assignments. However, when such police business would place members in an underground structure, such as a basement, they shall go in-service and out-of-service, since communication in these locations would be impaired.

10. Radio call letters (e.g., KLG-605) shall not be used on a primary communication zone except during radio tests. These tests are made every 30 minutes by the dispatcher to one of the "in-service" mobile units. When contacting the station through the TAC channel, call letters must be used each time (e.g., "Cruiser No. 1 to KLG-617").

11. When members of the force request a WALES or NCIC check on an individual that results in a "Hit" for a suspect who is wanted and possibly dangerous, the dispatcher shall advise the requesting unit of that fact by using the term "10-3-0"(ten-three-zero). This announcement shall not be acknowledged by the requesting officer and serves as notification to the officer that he/she is dealing with a wanted suspect who may be potentially dangerous. At the time "10-3-0" is announced, the dispatcher shall select and advise a primary back-up unit to switch to another zone (announcing the zone). After switching to the announced zone, the primary back-up unit shall:

- a. Contact the dispatcher and be advised of the pending charge, the location of the stop, and any other pertinent information.
- b. Return to his/her regular frequency and proceed at once to the scene of the stop.
- c. Not expedite utilizing warning devices unless specifically instructed to do so by the dispatcher.

12. When a member initiates a traffic stop and requests a WALES check on the operator that results in a "traffic related hit", the dispatcher shall advise the requesting unit of the fact by using the term "10-3-0T" (Voiced, Ten Three-Zero T-Time). Upon hearing this return from the dispatcher, the requesting member shall:

- a. If the operator of the stopped vehicle is outside of his/her vehicle, request that he/she return to the vehicle or step up on the curb;
- b. Return to his/her assigned vehicle, and advise the dispatcher that his/her radio is secured and he/she is ready for a return.
- c. If a 10-99 unit, request a transport vehicle to respond or, if none are available, a back-up unit.

13. When members of the force request a WALES or NCIC check on an individual that results in a United States Secret Service "Hit", as defined below, the dispatcher will advise the requesting unit to call the Watch Commander, Communications Division for a notification upon completion of their assignment.

- a. The United States Secret Service Protective File was created to assist the Secret Service in its efforts to protect the President and other individuals, by providing the whereabouts of those persons who may pose a threat to a protectee. Further, it advises the Secret Service of an individual's criminal activity which may be related to one of the protectees.
- b. The United States Secret Service Protective File is an informational file only and not an arrest file, unless a separate wanted status is received on the individual. The individual shall not be detained or arrested based solely upon a United States Secret Service "Hit."

F. Safeguarding the Radio.

1. Members assigned to radio units shall not, under any circumstances, tamper with the radio sending or receiving sets, except in the operation of the on-off switch, zone selector, and volume control, nor shall they make any attempt to effect repairs.
2. Before any department vehicle which is radio and/or siren equipped is left at a body shop for repair, the Communications Division Maintenance Branch shall be notified.
3. In the event the red light (radio transmission light indicator) on the mobile unit remains on after the microphone button has been released, the radio shall be turned off and the dispatcher notified immediately.

G. Portable Radios.

1. The portable radio is an invaluable resource to the police officer and bears sufficient import to warrant standardization in the areas of storage, security, accountability, and handling.
2. Members who are equipped with, or required to carry a portable police radio, shall monitor their assigned frequency at all times and acknowledge radio assignments that are directed to them. Failure to acknowledge shall be handled in accordance with Part IIC of this order.
3. Storage.
  - a. All portable radios, when not in use, must be stored in a facility provided for that purpose in the unit station which houses them.
  - b. This facility must be capable of being secured and will be locked at all times unless entered by an official.
  - c. The accessibility of keys or combinations to locks to storage facilities will be determined by the respective commanding officers. They shall not be made available to members below the rank of sergeant.
  - d. Commanding officers shall ensure that portable radio charger racks are installed and maintained in a secure, protected and monitored area of the station. A supervisor of the Communications Division Maintenance Branch, shall be notified whenever a portable radio charger rack is moved from one location to another, and a member of that office shall personally inspect the equipment to ensure proper installation.

4. Security.

- a. It is of utmost importance that members realize the value of portable radios, in terms of personal safety and of monetary worth. It is, therefore, the policy of this department that the user of a portable radio is solely responsible for its security and will be held accountable for the loss of, or damage to such a radio resulting from a failure to exercise extraordinary care. While the nature of police work often requires instantaneous response, and practical necessities must be taken into account, this shall in no way relieve members of their responsibilities as they relate to lost and/or damaged radios.
  - (1) Each instance of the loss of, or damage to a portable radio shall be reported and thoroughly investigated and evaluated on an individual basis. This reporting procedure shall include those cases where a lost radio is later found, and shall be complied with irrespective of the length of time such radio was lost.
  - (2) Each report of a lost, stolen or damaged portable radio shall be directed to the Uniform and Equipment Board, through the Director, Property Division, as provided for in General Order 201.7 (Review Boards). If negligence is demonstrated, the user may be required to reimburse the department for its loss or damage and appropriate disciplinary action will be recommended.
  - (3) Those portable radios that are reported lost or stolen and are later recovered shall be forwarded to the Radio Maintenance Branch for inspection prior to being returned to service. The official shall attach a completed PD Form 608 to the radio and in the "Repairs Needed" block, enter "Recovered Radio for Inspection."
- b. In order to protect this valuable department property, members shall always retain personal possession of their radios, unless relieved of this responsibility by a supervisor. To this end, radios shall not be left out of sight or unattended, even within police stations or in police vehicles.

5. Accountability.

- a. Accountability will be provided for by means of 8 by 14-inch "Record" books. They will be prepared with a rubber stamp designed for the purpose of titling each log page (See attachment "A" for a sample and explanation of log information).

- b. It will be the responsibility of the commanding officer to implement a system which ensures that:
  - (1) All radios (including those in the storage rack) are accounted for and inspected by an official at the end of each tour of duty.
  - (2) An official carefully inspects each radio for damage prior to issuing it for use and upon its return.
  - (3) All pertinent radio information is properly logged according to attachment "A".
  - (4) The log book is signed by an official to certify accountability of those radios under his/her charge during the particular tour of duty.
- c. Any member who discovers that a radio has been lost, stolen, or damaged shall immediately inform his/her supervisor.
- d. Upon finding that a radio cannot be accounted for, the official shall notify the watch commander and an investigation will proceed. The log book will be appropriately noted to reflect the discrepancy.
- e. The storage, security, and accountability of portable radio accessories, such as carrying cases, straps, and microphones, as well as batteries, will be provided for in the same manner as is described above for the radios themselves, except that it is not necessary to provide lock-type facilities for them.

6. Foot Patrol.

Members on foot patrol will carry radios assigned to them in a departmentally issued carrying case which may be worn either attached to the Sam Browne belt or with a strap carried over the shoulder. When carried on the Sam Browne belt, radios shall be worn as demonstrated in attachment "A" of General Order 1101.1 (Personal Appearance and Clothing and Equipment).

7. Scooter Patrol.

Members on scooter patrol will carry radios assigned to them in a departmentally issued carrying case which may be worn attached to the Sam Browne belt, but shall always be worn with a shoulder strap.

8. Scout Car Patrol.

- a. Members on scout car patrol who use portable radios either as their primary communications instrument or as a portable secondary unit, shall, when alighting from their vehicle, place the radio in an issued carrying case that is either attached to the Sam Browne belt or equipped with a strap carried over the shoulder.



- b. It should be recognized that it is a matter of necessity to have a carrying case available on one's person. Without it, the chance that a radio might be left unattended in the vehicle or on the ground, especially during an emergency, is high.

9. "Old Clothes" or Plainclothes Assignments.

- a. Because of the nature of "old clothes" or plainclothes assignments, it is understood that concealment of any type of police identity is important.
- b. The means used by such members to protect their portable radios shall be determined by their supervisors.

10. Uniformed Officials.

Uniformed officials shall carry their assigned radios as outlined above, when their particular assignments assume a nature similar to one of those listed.

11. Radios in need of repair.

Attachment "A" describes the various entries that are to be made in the "Remarks" column of the Portable Radio Log.

- a. When a radio is in need of repair, this fact shall be called to the attention of an official who shall make the suitable notation in the "Remarks" column of the log.
- b. The official shall then prepare a PD Form 608 (Radio Repair Record), attach it to the radio, and place the radio in the storage facility so that it may be taken to the Radio Maintenance Shop at the earliest opportunity.
- c. Radios shall be sent to the Radio Maintenance Shop on a daily basis (except weekends) during the day-work tour of duty. A designated official shall ensure that the PD Form 608 is completed for receipt purposes and filed in the element's suspense file. This official shall note the required information in the "Remarks" column of the log.
- d. When a radio is forwarded to the Radio Maintenance Shop for repair of damage/malfunction, the battery which was attached to the radio at the time the damage/malfunction was first noted shall be forwarded along with the radio.

- e. When a radio is returned to the organizational element from the shop, it shall be received by an official and inspected to ensure that the deficiency has been repaired and that the radio is in working order. The appropriate entry will then be made in the log.

12. Take-Home Radios.

- a. Any member who participates in a public housing residency program in the District of Columbia and desires a take-home portable radio for reasonable cause shall prepare a PD Form 160 (Requisition for Supplies and Services) and forward it through their Commanding Officer to the Director, Communications Division for approval.
- b. The PD Form 160 shall include a justification for the request (i.e., residence in a public housing complex) and a certification of this residency by the member's Commanding Officer. Once approved, the Radio Maintenance Shop will contact the member to pick-up the radio and related accessories such as desktop charger, batteries, case, etc.
- c. This procedure shall not apply to those members participating in the Motor Vehicle Take-Home Program. These members should contact the Radio Maintenance Shop directly to receive a radio and accessories.
- d. Any member who has been issued a take-home portable radio shall:
  - (1) Retain the radio for their exclusive use both on and off duty and not allow its use by any other member or person.
  - (2) Follow the guidelines contained in this order regarding the use, maintenance, and operation of radios.
  - (3) Properly secure, safeguard, and maintain the radio at his/ her residence or while in an off-duty status in order to prevent its loss, theft, damage, or unauthorized use.
  - (4) Adhere to the provisions for reporting damaged, lost, or stolen departmental property if this should occur to the radio or its accessories.

- (5) Upon termination of their participation in the Motor Vehicle Take-Home Program or a change in residency, return the radio and all accessories to the Radio Maintenance Shop by the next business day.
- e. Any member that has been issued a take-home radio shall follow the below procedures when the radio or other related accessories (desktop charger, microphone, etc.) are malfunctioning or in need of repair:
- (1) Prepare a PD Form 608 (Radio Repair Record) and attach it to the radio or accessory.
  - (2) If a malfunction of the radio occurs during the daywork tour of duty, the unit shall be transported directly to the Radio Maintenance Shop. A temporary radio will be issued to the member to use while his/her regular radio is being repaired.
  - (3) If a malfunction of the radio occurs during the times that the Radio Maintenance Shop is not open, the member shall obtain a spare radio from their organizational element. The member shall then transport the malfunctioning radio to the Radio Maintenance Shop on the next business day. A temporary radio will then be issued to the member.
  - (4) After five business days, if the member has not been notified to pick up the radio, he/she shall contact the Radio Maintenance Shop to check on the status of the radio.

**Note:** Any questions that arise concerning the repair or servicing of the portable radio should be addressed to the Communications Maintenance Branch Commander.

#### H. Batteries - Use and Maintenance.

All portable radios, whether or not used in conjunction with a vehicular charger, must have their rechargeable batteries replaced after each eight hour tour of duty. These batteries shall be charged at least four hours after being operated for an eight hour tour of duty. Battery chargers have been installed in suitable locations in each of the districts and substations.

I. Paging Systems.

1. There are two paging systems now in use by this department; the primary and the CID paging systems. Both of these systems are controlled from the Communications Center.

- a. Anyone wishing to transmit a message on either system shall call the Operations Branch of the Communications Division.
- b. The lieutenant or sergeant on duty in the Communications Division who receives the request shall broadcast the message to the concerned member.

2. Any person who requests that a message be transmitted on either system and is not contacted by the member who was paged within fifteen minutes, shall call the appropriate office and advise the official that no response was received. The official will then ensure that the message is repeated.

J. Citizen Band Radios.

In conjunction with the National Highway Traffic Safety Administration's National Emergency Aid Radio Program (NEAR), the department serves as the District of Columbia's lead agency by coordinating and encouraging citizen participation in the use of citizen band (CB) radios for public safety.

1. Operations.

- a. Channel 9 shall be monitored 24 hours a day, seven days a week.
- b. Members utilizing the CB shall:
  - (1) Not use CB "slang" or codes; the use of conventional English will reduce the likelihood that misunderstandings will occur.
  - (2) Use the department call sign, KDC 0911, and the unit's call number when completing a conversation with another CB radio, (e.g., KDC 0911 Second District or KDC 0911 Scout 53).
  - (3) Document each call received over the CB radio on a N.E.A.R. monitor log form UN-733 and submit the information to an official following each tour of duty. Negative reports shall not be submitted.

**(Go to Page 11)**

2. District N.E.A.R. Coordinators.

Each District N.E.A.R Coordinator shall:

- a. Complete a Monthly N.E.A.R. Report to include the types of monitored calls under the following categories:

	<u>Code</u>
(1) Accident (Traffic) . . . . .	1
(2) Disabled Vehicle . . . . .	2
(3) Malfunctioning Traffic Control Device . . . . .	3
(4) Fire . . . . .	4
(5) Ambulance Required . . . . .	5
(6) Crime (Specify if able). . . . .	6
(7) Other . . . . .	7

- b. Upon completing the Monthly N.E.A.R. Report, submit the report to his/her commanding officer for inclusion into the district's Monthly Progress Report on the "Unified Program to Reduce Crime."

**PART II**

A. Patrol Signal System Officers.

Patrol signal system officers shall, in addition to listing the officers' names and beats on the patrol signal system book, also list the call number of the portable radio assigned to each officer.

B. Radio Service Personnel.

Officers assigned as radio service personnel shall:

- 1. Be on duty at the radio station unless called to make repairs on radio equipment located within the various organizational elements; and
- 2. Submit reports of maintenance work as may be required by the Director, Communications Division.

C. Radio Dispatchers.

1. The following procedures shall be used by radio dispatchers in the event that personnel assigned to a scout car, traffic cruiser, patrol wagon, motorscooter, Mini-Motor-cycle, or footbeat, fail to acknowledge a radio call:

- a. Immediately direct another unit to respond;
- b. Attempt to locate the original unit at 1 minute intervals; and

- c. When located, the original unit shall be directed to call an official of the Communications Division.

2. Whenever a missed run occurs, as outlined above, the following procedures shall be used:

- a. An official of the unit concerned shall be notified by an official of the Communications Division.
- b. The official so notified will ensure that an investigation is conducted to determine the reason for the missed run.
- c. If a defective radio is suspected, the investigating official will initiate a test call to the dispatcher. Should further verification be needed, the radio (and vehicles with suspected defective chargers) shall be brought to the Communications Division Maintenance Branch for a radio check.
- d. When the results are obtained from the official of the unit concerned, the Director, Communications Division, shall make the determination as to any subsequent action.
- e. If the investigation determines that the officer(s) is responsible, a PD Form 610 (Missed Run Report) will be forwarded by the Director, Communications Division to the Commanding Officer of the unit concerned.
- f. The Commanding Officer shall determine whether to handle the incident at the district level or if adverse action is warranted. In those instances where adverse action is recommended, the report with recommendations shall be forwarded to the Administrative Services Officer.
- g. At the completion of the investigation, copies of the report with recommendations shall be forwarded to the Field Operations Officer and the Director, Communications Division, for their information.

3. Upon receiving a message "ON THE SCENE" from a member responding to a call for police service, dispatchers shall enter the unit number and time received into the CAD Terminal.

4. When a WALES or NCIC check reveals a United States Secret Service "Hit", the dispatcher shall:

- a. Advise the field unit to contact the Watch Commander, Communications Division immediately upon clearing their assignment. The Watch Commander will supply the field unit with the appropriate phone number to contact the United States Secret Service and relay all pertinent information.

b. Notify the Watch Commander, Communications Division.

5. Dispatchers shall have the authority to assign police units to handle calls for service. However, in emergency situations a supervisor may countermand a dispatcher's instructions, but shall do so with utmost caution.

### **PART III**

A. Field Operations Officer.

The Field Operations Officer, after noting each Monthly N.E.A.R. Report received from the field, shall forward same to the Planning and Research Division, Program Development Section with the Monthly Progress Report on the "Unified Program to Reduce Crime."

B. Director, Communications Division.

The Director, Communications Division, shall be in direct charge of the broadcasting stations and the installation, maintenance, and repair of all radio equipment of the department. In addition, he/she shall be responsible for the operation, supervision, and control of the system.

C. Commanding Officers.

Commanding Officers shall:

1. Administer, implement, and enforce the contents of this order and ensure maximum security and accountability of the radios assigned to their command.
2. Maintain a portable radio storage facility in the manner that ensures conformity with the contents of this order.
3. Ensure that each radio equipped vehicle in their command has a PD Form 234 (Radio Transmission Codes and the Standard Phonetic Alphabet) posted in the vehicle in such a manner that it may be readily referred to by those members using the radio equipment.
4. Ensure that CB radios are monitored on channel 9, 24 hours a day, seven days a week.
5. Ensure that their Monthly N.E.A.R. Report is included in the district's Monthly Progress Report on the "Unified Program to Reduce Crime", which is submitted by memorandum to the Field Operations Officer, no later than the tenth day of each month.
6. Be responsible for determining when and how members under their command shall communicate with their stations.
7. Ensure that incidents of PD Form 610 (Missed Run Reports) are investigated in accordance with the provisions of this order.

D. Supervisory Personnel.

1. Supervisory Personnel shall have the authority to countermand a dispatcher's instructions in emergency situations, but shall do so with utmost caution.
2. Section officials will be primarily responsible for the issuance, storage, and logging of portable radios and accessories.
3. Section officials will be responsible for the complete certification of the radio log and for conducting investigations of lost or damaged portable radios.

E. Radio Maintenance Shop.

It is the responsibility of the supervisor of the Radio Maintenance Shop to:

1. Ensure strict accountability of all radios delivered to the shop and to ensure their timely repair.
2. Ensure that organizational elements are notified when their radios have been repaired.
3. Maintain a complete inventory of all portable radios owned by the department.

//SIGNED//  
Maurice T. Turner  
Chief of Police

MTT:TAB:jtw



METROPOLITAN POLICE DEPARTMENT PORTABLE RADIO LOG		DATE					TOUR OF DUTY				
RADIO NO.	NAME	UNIT ASSIGNED TO OR ELEMENT DETAILED TO	TIME OUT	SGT	TIME IN	SGT	CASE- <sup>a</sup> STRAP- <sup>b</sup> MIKE- <sup>c</sup>	IN FACILITY (✓)	SHOP (✓)	NEEDS REPAIR (✓)	REMARKS

Log Information Instructions:

- a. "Radio No.": Unit number assigned by the Radio Shop.
- b. "Name": Name of member to whom radio is assigned during the tour of duty or to whom radio is given for a detail.
- c. "Unit Assigned To or Element Detailed To": Vehicle unit designation to which radio is assigned (e.g., Sct.145) or the organizational element to which radio is detailed (e.g., SOD).
- d. "Time Out": Specific time radio is assigned to a member.
- e. "Sgt.": Initials of the official who assigns radio.
- f. "Time In": Specific time radio is recieved for re-assignment, storage, or repair from a member and when the member is relieved of responsibility.
- g. "Sgt.": Initials of official who receives radio.
- h. "Case = a, Strap = b, Mike = c": The letter(s) which corresponds to whichever of the three items is issued with a radio will be placed in this column. If none of the items is issued, an "x" will be placed in the slot.
- i. "In Facility": A check mark is to be placed in this slot if the radio is stored, is in proper working order not needing repair, and is not re-assigned for duty.
- j. "Shop": A check mark is to be placed in this slot only if the radio is in the Radio shop.
- k. "Needs Repair": A check mark is to be placed in this slot if the radio is in need of repair and has not yet been sent to the Radio Shop.

Attachment "A" to  
General Order No. 302.5

1. "Remarks": This column is to be used for any general information deemed appropriate, but specifically to indicate the following:
  - (1) Any new damage.
  - (2) When a radio is turned in which needs repair, the phrase "Needs Repair" will be written in, with the initials of the receiving official. The "Time In" column reflects the time the radio was received and accepted as being in need of repair.
  - (3) When a radio is sent to the Radio Shop, the word "Shop" along with the time and the sending official's initials will be inscribed. The "Shop" column need not be checked at this time. An entry in this slot will be made commencing with the next tour of duty.
  - (4) When a radio is returned from the Radio Shop, the word "Returned" along with the receiver's initials and the time received by him will be inserted.
  - (5) Information regarding a lost, stolen, or missing radio. If a field report has been made, the central complaint number with the classification of lost, stolen, or missing shall be noted.
  - (6) Any pertinent detail information (i.e., length of time radio(s) is expected to be used, name of member requesting loan of radio(s), authority granting loan request).

List of Radio Call Letters Assigned to the Metropolitan Police Department

<u>Department Designation</u>	<u>F.C.C. Designation</u>
1-D	KLG-604
2-D	KLG-610
3-D	KLG-717
4-D	KLG-614
5-D	KLG-616
6-D	KLG-609
7-D	KLG-603
SOD	KLG-611
CW-1	KLG-615
TAC 1	KLG-605
TAC 2	KLG-613
TAC 3	KLG-607
Command	KLG-606
CID	Unlisted
ISB	Unlisted
Pager	KBZ-274
CB Radio (Channel 9)	KDC-0911

Attachment "B" to  
General Order No. 302.5  
(Revised 5-17-85 )