

Metropolitan Police Department ★ Washington, D.C.



SPECIAL ORDER



Subject: Personal Take-Home Radios	Series 98	Number 38	Distribution A
	Effective Date November 20, 1998		
	Expiration Date *		

I. Purpose

- To inform officers that the new Astro XTS 300 radio is being issued upon request.
- To establish guidelines for the care and maintenance of personal take-home radios.

II. Guidelines

The Astro XTS 300 radio comes equipped with a radio case, spare battery, battery charger and a radio belt clip. Any officer issued a take-home portable radio shall:

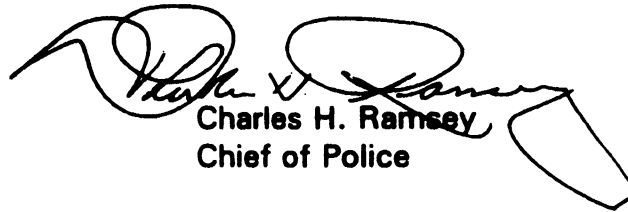
1. Follow the guidelines contained in General Order 302.5 (Radio Communications) regarding the use, maintenance, and operation of portable radios.
2. Retain the radio for their exclusive use **both on and off duty** and not allow its use by any other officer or person.
3. Properly secure, safeguard, and maintain the radio at his/her residence 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. While in an off duty status and not assigned a take home vehicle, identify themselves by voicing their badge number when contacting the radio dispatcher (i.e., Badge 1234 to dispatcher). The dispatcher will recognize the transmission of an off duty officer.
6. Upon having their police power revoked, relinquish the radio to an official of their organizational element for proper storage. When it is anticipated that an officer will be in other than a full duty status for a period to exceed 30 consecutive days, the officer's Commanding Officer shall ensure that

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the radio and all accessories are delivered to the Communications Division, Radio Maintenance Branch for storage.

* Currently, district stations do not have a supply of extra batteries for the Astro XTS radio. Officers must ensure that they report for duty with a fully charged battery.

This Special Order shall remain in effect until its contents are incorporated into General Order 302.5.


Charles H. Ramsey
Chief of Police

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