

## ***Personal Issue Radios***

Supersedes: 08-25-99

Effective: 05-24-21

The following policy and standard operating procedures shall apply to all personnel issued personal operational equipment. Personal operational equipment may include, but not be limited to portable radios, batteries, or wireless phones.

Boston EMS owns and maintains property to properly carry out business as an EMS provider. The careful handling, maintenance and storage of this property will not only reduce the Department's replacement costs but also ensures that sufficient modern equipment will be available for use by members.

It is the policy of BEMS that each employee will be responsible for the department-owned property that he/she is issued, uses or comes in contact with. Damaged or lost property may subject the responsible employee to reimbursement charges or appropriate disciplinary action.

Operational equipment issued to employees of BEMS shall remain the property of BEMS. All employees shall maintain Department property assigned to them in good working condition.

### **ON DUTY USE**

1. All BEMS personnel issued a Department portable radio shall have that radio with them when they report for duty. When on duty, all BEMS personnel shall carry Department owned radios in issued carrying case/holster.
2. Personal issue radios include 2 batteries. It is the employee's responsibility to have a spare charged battery available for use while on duty.

### **OFF DUTY USE**

1. It shall be the employee's responsibility to safely and securely store any issued operational equipment including radio, batteries, charger, and holster while off duty.
2. While off duty it is the employee's responsibility to properly charge the batteries.
3. Personnel are not required to carry personal issued Department radios while off duty.
4. While off duty, personnel may use the radio to monitor radio traffic.
5. While off duty, personnel may use the radio to transmit in limited circumstances.
  - 5.1. Off duty personnel may transmit for assistance if they identify a life safety situation. (For example, if you on site a pedestrian struck.)
  - 5.2. Whenever possible, less urgent incidents (stalled vehicles, malfunctioning traffic lights, etc.) should be reported by other means to the appropriate agencies.
  - 5.3. Department administrative business (calling out sick, tardy, etc.) shall not be transmitted by a member.
  - 5.4. Administrative messages may be transmitted if approved by the Supervisor of Dispatch Operations. For example, while off duty and monitoring the radio, the Supervisor may

direct the dispatcher to call you by your individual call sign. In a recall situation, a group broadcast to off duty members may direct you to reply.

#### GENERAL

1. The attached lapel speaker/microphone shall not be removed.
2. Personnel experiencing a problem with their radio, or other issued equipment shall notify their supervisor so arrangements for repair or replacement may be made.
3. It is your responsibility to notify Dispatch Operations whenever your radio is changed. The roster will be updated to reflect the change.
4. Personnel shall not mark, alter, or deface any Department property. Modifications (including removal of lapel speaker/microphone), repairs or reprogramming of radios, pagers, cellular telephones, or other equipment without the approval of T.S.B. is prohibited.
5. Personnel shall immediately report to their supervisor, on designated forms, any loss or damage to department property assigned to them, including radio, batteries, charger or holster. Failure to file a timely report shall result in discipline.
6. Any member, on or off duty, found to use a radio maliciously to jam, obstruct, or harass any member or legitimate radio traffic will be subject to discipline.
7. Subject to the operating needs of the department, any member may be directed to return all radio equipment to BEMS.
8. Any member, who will have prolonged absence from duty including, but not limited to any LOA or injury, will return the radio, charger, batteries, and case to the Department when directed.
9. All employees are required to surrender all department property upon separation from service.