

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 05 – OPERATIONS**  
GO-05-09  
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DATE  
7/15/05

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**MERA PORTABLE RADIO ASSIGNMENT POLICY**

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**POLICY**

The Marin County Sheriff's Office provides portable radios to its officers and designated employees for routine and emergency communications. This General Order defines how the radios will be assigned, and establishes personal responsibility for radios under employee control.

**PROCEDURE**

Each sworn officer of the department will be assigned a MERA portable radio, two batteries, a radio holder, a radio charger, and a remote microphone. The portable radio will be flashed with an "Alias" identifier that will electronically indicate the employee identifier to the MERA.

Designated employees will be assigned MERA portable radios for the duration of particular assignments, i.e., parking enforcement, and other positions that require radio communications. These radios may be assigned to the individual employee or to the position, as their respective division managers determine. The "Alias" identifier will reflect the assignment identifier or some other standard identifier that is easily traceable to the radio operator.

Personnel who have been assigned MERA portable radios are responsible to complete the requisite training, use the equipment with care, ensure that the batteries are maintained in optimal condition, report problems with the equipment to the Radio Shop, and adhere to all department, MERA and FCC policies and procedures on radio communications.

All personnel assigned a MERA portable radio, responsible for a duty-radio or responsible for maintaining reserve or cache radios must properly care for the radio as directed in the training program, including ensuring that batteries are fully charged and sufficient to operate the radio for the duration of their normal duty assignment.

**INVENTORY CONTROL**

The Professional Standards Unit is responsible for maintaining inventory control and periodically reporting to the Sheriff on the assignment of radios to sworn personnel. Each division manager is responsible for inventory control for "cache" equipment and stationary equipment such as control station radios.

In cases where there are reserve or cache radios, an inventory tracking system must be maintained by that division to be able to identify who has checked out a radio and its peripheral equipment, the purpose, when it was checked out and when it was returned. Refer to appendix A for sample form.

**RADIO MODELS/ENCRYPTION**

The Sheriff's Office utilizes one style of radio, the Motorola XTS-3000 Model II and its production line replacement, the XTS-5000 Model II. The XTS-5000 model replaced the XTS-3000 radio in March 2005. The radios function similarly and have equal capabilities on the MERA system.

Several assignments require portable radios with encryption. When a sworn officer is transferred or promoted into a position that requires an encryption-capable radio, he or she will trade their regular XTS

portable radio for one with encryption, and the officer must request the Radio Shop change the Alias identifiers to reflect the transition.

The Major Crimes Task Force maintains its own MERA portable radio inventory. As an officer transfers into that unit, he or she will exchange their Sheriff's Office XTS radio with the agent that is departing the Task Force. The Radio Shop must be notified to change the Alias on both radios.

### ALIAS IDENTIFIER NOMENCLATURE

There are three parts to the Alias identifier: 1) the prefix, 2) radio type, and 3) unique identifier.

Prefix: Either SO or TF, depending on assignment.

Radio type: P – regular XTS portable radio, or  
PE – encryption-capable XTS portable radio

Unique identifier: Four-digit sworn employee identifier or division assignment followed by a unique number. Division assignment identifiers for spare or cache radios include the following:

- AIR Air Patrol cache
- BOAT Marine Patrol Unit
- CIV Civil Division
- COMM Communications Division cache
- CRT Court Security cache
- INV Investigations Division cache
- JAIL Custody Bureau cache
- MCTF Major Crimes Task Force cache (encrypted radios)
- OES Emergency Services Division cache
- PAT Patrol Division cache
- SAR Search and Rescue cache
- SRT Special Response Team cache
- WC Watch Commander cache (encrypted radios)

Examples: "SO-P-1032" Deputy Sheriff Froberg  
"SO-PE-1325" Captain Ridgway  
"SO-P-1T36" Civic Center Parking Enforcement Officer  
"TF-PE-1297" Lieutenant Russell  
"SO-P-JAIL-97" Reserve (spare) radio assigned to the Custody Bureau

### **RELATED STANDARDS**

None

### **AFFECTED DIVISIONS**

All

### **DATE OF REVISIONS**

### **By order of**

ROBERT T. DOYLE  
SHERIFF

