



PATROL GUIDE

Section: Duties and Responsibilities		Procedure No: 202-03
RADIO MOTOR PATROL RECORDER		
DATE EFFECTIVE: 05/27/21	LAST REVISION: I.O. 27	PAGE: 1 of 2

RADIO MOTOR PATROL RECORDER

1. Assist Radio Motor Patrol Operator in inspection of seatbelts.
 - a. Inform Radio Motor Patrol Operator of any deficiencies found and record findings in digital **Activity Log**.

NOTE

Report seatbelt deficiencies to the Patrol Supervisor.

2. Ride in the front seat of radio motor patrol car, except when transporting prisoner, emotionally disturbed person, etc., in a radio motor patrol car not equipped with a fiberglass partition.
 - a. Wear three-point safety belts, when provided.
 - b. Wear two-point safety belts (lap belts) if three-point safety belts are not provided.
 - c. Use safety belt extender when three-point safety belt becomes difficult to engage due to space constraints.

NOTE

There is an increased risk of significant injury to members of the service who do not wear safety belts. There is no question that wearing a safety belt when involved in a motor vehicle collision reduces the extent and severity of injuries and saves lives.

Therefore, the wearing of safety belts is required for all individuals operating or riding in a Department vehicle (marked or unmarked) or a private vehicle authorized for Department use. Safety belts may be removed ONLY when a member of the service is involved in what appears to be a dangerous tactical situation and the wearing of the safety belt may impair the member's ability to take police action.

3. Notify radio dispatcher of the presence of a non-member of the service (e.g., prisoner, complainant, witness, abandoned child, emotionally disturbed person, etc.), the time entering the RMP, their gender and the beginning mileage.
 - a. Notify radio dispatcher of time person exits RMP and ending mileage, upon arrival at destination.
 - b. Search passenger area of RMP for contraband, weapons or other property immediately upon conclusion of trip.
 - c. Enter in digital Activity Log:
 - (1) Time trip starts,
 - (2) Identify of person being transported,
 - (3) Location of beginning and end of trip,
 - (4) Purpose of trip, and
 - (5) Results of vehicle inspection.
4. Operate the radio.
5. Record in digital **Activity Log**, radio messages directed to car, including time, location of call and type of case, in addition to all other required entries as per P.G. 212-08, "Activity Logs."
 - a. Enter disposition of each call and time of completion.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
202-03	05/27/21	I.O. 27	2 of 2

**RADIO MOTOR
PATROL
RECORDER
(continued)**

6. Transmit disposition or interim disposition to radio dispatcher immediately upon completion of assignment and before leaving the scene of assignment.
 - a. Transmit interim disposition to radio dispatcher if required to proceed to another location in connection with current assignment.
 - b. Notify desk officer of disposition of assignments originating from command or other important assignments of an unusual nature.
7. Notify the radio dispatcher if undue delay is encountered in response to a radio message.
8. Prepare all necessary reports and records connected with police action taken jointly with operator, while assigned as recorder.
9. Notify desk officer if radio becomes inoperative.
10. Obtain permission from radio dispatcher to place R.M.P. auto out of service for minor repairs.
11. Notify radio dispatcher of all assignments including pickup assignments, not emanating from Communications Section.
 - a. Give location and nature of assignment.
12. Carry duplicate set of keys for vehicle to which assigned during the entire tour of duty.