

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>DEPARTMENTAL COMMUNICATIONS EQUIPMENT</b>	POLICY NUMBER <b>6.02</b>
DISTRIBUTION <b>ALL EMPLOYEES</b>	REVISED DATE <b>8/3/2018</b>
	POLICY REVIEWED <b>8/3/2018</b>

### 6.02.1 Purpose

To establish procedures for the issuance and maintenance of Departmental communications equipment.

### 6.02.2 Policy

It is the policy of the Georgia Department of Public Safety to issue communications equipment to designated personnel in accordance with established guidelines. Maintenance shall only be performed by qualified personnel in compliance with Georgia Department of Public Safety provisions.

### 6.02.3 Procedures

#### A. Installation/Issuance

1. Mobile Radios, Portable Radios, SouthernLinc Radios and Cellular Telephones, unless otherwise designated at the time of issue, are considered personal issue equipment and are to be maintained as such. With the exception of equipment permanently mounted in a patrol car, each change of possession of the above equipment shall be tracked on an Equipment Status Change Form (DPS-410).
2. Department mobile radios and vehicle repeaters shall be installed and programmed in new or replacement vehicles at the Department of Public Safety Headquarters Garage under the supervision of the DPS Director of Communications and the Fleet Manager. Changes in possession of these devices, while mounted in the patrol car, shall be tracked on form Vehicle and Communications Equipment Change Form (DPS 1218).
3. Department portable radios and SouthernLinc devices shall be issued with proper authorization by the Director of Communications under the supervision of the Headquarters Adjutant. These items shall be tracked on an Equipment Status Change Form (DPS-410).
4. Cellular Telephones shall be issued with proper authorization by the Telecommunications Coordinator under the supervision of the Headquarters Adjutant. These items shall be tracked on an Equipment Status Change Form (DPS-410).

#### B. Care And Maintenance Of Radio Equipment

1. General Provisions
  - a. Defective mobile and portable radios and vehicle repeaters shall be repaired under the provisions of Georgia Technology Authority Statewide Contract #9999-999-080703

(<http://gta.georgia.gov/two-way-radio-maintenance>). The Director of Communications shall approve all repairs under the statewide contract.

- b. Defective SouthernLinc shall be repaired within the provisions of contracts or agreements between the Department and the service provider. Repairs and replacement of devices shall be requested through the Director of Communications.
- c. Defective Cellular Telephones shall be repaired within the provisions of contracts or agreements between the Department and the service provider. Repairs and replacement of devices shall be requested through the Telecommunications Coordinator.
- d. The following types of radio equipment shall be submitted for repairs during normal business hours, Monday through Friday:
  - 1) High Band Mobile Radios;
  - 2) Vehicle Repeaters
  - 3) Portable Radios, and
  - 4) SouthernLincs.
- e. Members shall not allow unauthorized persons to perform internal adjustments to departmental radios.
- f. Members shall secure loose items carried in the trunk to prevent damage to the radio. Members shall not transport acids, sand, gravel, cement or other similar materials in the trunk of the patrol vehicle.
- g. Members shall take every precaution to keep radio equipment dry.
- h. Members shall refrain from using transmitters while in close proximity to fueling pumps or while actively engaged in fueling a vehicle equipped with a radio.

#### C. Specific Provisions

- 1. When repairs or programming are needed for mobile radios, portal radios, vehicle repeaters or SouthernLinc devices a HelpDesk ticket shall be submitted and include three NCO approved dates for scheduling the repair.
  - a. If a local law enforcement agency's frequencies have changed and need to be programmed into DPS communications equipment an email shall be sent to the Director of Communications.
- 2. If antennas or communication equipment accessories need repair, submit a HelpDesk ticket.
- 3. In the event of a failure of a base station, repeater, or dispatch console, the Dispatcher on duty is to:
  - a. If necessary, notify the adjacent Troop Communications Center that help is needed with radio traffic and/or phone calls.
  - b. Log the date, time and nature of the problem on the CAD (Computer Aided Dispatch) system;

- c. An email shall be sent Troop wide and to the Radio Division to notify them of the failure. The radio Division will work with the Communications Center and/or vendor to solve the problem.

D. Criteria For Authorization For Issuance of SouthernLinc Devices And Cellular Telephones

1. SouthernLinc Devices

- a. Personnel issued a SouthernLinc device shall utilize the SouthernLinc as a backup device to their primary communications system (i.e. portable/mobile radios). Traffic stops shall be called in utilizing the patrol car radio, unless in a radio deadzone.
- b. Other uses for the SouthernLink device:
  - 1) Interoperability, and/or
  - 2) Special Details
- c. Members whose duties require that they respond to the needs of the Department on short notice are authorized to utilize a SouthernLinc device issued by the Department with the approval of Headquarters Adjutant or the Director of Communications.

2. Cellular Telephones

- a. All Commissioned Officers of the Georgia Department of Public Safety are authorized to utilize a cellular telephone issued by the Department.
- b. Individual supervisors and members of the Uniform Divisions of the Georgia Department of Public Safety whose duties require that they regularly interact across Post/Unit and/or Troop/Region boundaries are authorized to utilize a cellular telephone issued by the Department with the approval of their Commanding Officer or Division Director.
- c. Individual members of all other divisions of the Georgia Department of Public Safety whose duties require that they respond to the needs of the Department on short notice are authorized to utilize a cellular telephone issued by the Department with the approval of their Commanding Officer or Division Director.