

Georgia State Patrol Policy Manual

SUBJECT DEPARTMENTAL COMMUNICATIONS EQUIPMENT	POLICY NUMBER 6.02
DISTRIBUTION ALL EMPLOYEES	DATE 6/21/2002

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 State Patrol to issue communications equipment to designated personnel in accordance with established guidelines. Maintenance shall only be performed by qualified personnel in compliance with Georgia State Patrol and Georgia Technology Authority provisions.

6.02.3 Procedures

A. Installation/Issuance

1. High Band Mobile Radios, UHF Mobile (Pac-RT) Repeaters, High Band Portable Radios, UHF Portable Radios, SouthernLinc IDEN Radios, Pagers 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 UHF Mobile (Pac-RT) 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 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 shall be issued with proper authorization by the North Communications Coordinator under the supervision of the Communications Division Adjutant. These items shall be tracked on an Equipment Status Change Form (DPS-410).
4. SouthernLinc IDEN Radios, Pagers and Cellular Telephones shall be issued with proper authorization by the Telecommunications Coordinator under the supervision of the Communications Division 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 VHF and UHF radios shall be repaired under the provisions of Georgia Technology Authority Statewide Contract #9999-999-080703. A list of approved vendors under this contract, their location and the specific contract number for each is shown in Exhibit 6.02-1.
- b. Defective SouthernLinc IDEN radios, pagers and 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.
- c. The following types of radio equipment are considered essential to continuous statewide operation and are under 24-hour repair status:
 - 1) Base Station Radios;
 - 2) Consoles, and
 - 3) Remote Radios.
- d. Members are directed to use good judgment in requesting service on all other types of equipment. The following types of radio equipment shall be submitted for repairs during normal business hours, Monday through Friday:
 - 1) High Band Mobile Radios;
 - 2) UHF Mobile (Pac-RT) Repeaters
 - 3) High Band Portable Radios, and
 - 4) UHF Portable Radios.
- 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. Post Commanders are to contact the appropriate vendor; preferably the one located closest to the Post, from those listed in Exhibit 6.02-1 and make the vendor aware that they are the provider of choice for that Post in the event of a failure. Appropriate contact information should be exchanged prior to any problem situation and placed in a location easily accessible to all Post personnel.
- 2. In the event of a failure of a base station, console or remote radio, the Communication Equipment Officer on duty is to:
 - a. Log the date, time and nature of the problem on the Communications Report Log;

- b. Notify the Post Commander or NCO on call of the failure;
 - c. Notify Troop Headquarters of the failure and request that station to notify surrounding stations of the failure, and if possible, to handle radio traffic generated by the failure;
 - d. Notify the vendor of the failure and note the time and date of contact with the vendor on the Communications Report Log, and
 - e. Notify the appropriate Division Communication Coordinator, who will work with the vendor and the Post Commander to solve the problem.
3. In the event of a failure of a High Band Mobile Radio, UHF Mobile (Pac-RT) Repeater, High Band Portable Radio or UHF Portable Radio, the member to which the device is issued, or a member designated by the Post Commander, shall present the device to an approved repair facility during regular business hours maintained by the vendor. Utilizing established purchasing policy as developed by the DPS Fiscal Division, the device shall be repaired or replaced, depending upon the estimated cost of repair. If the repair estimate exceeds the purchasing authority of the Post Commander, or the repair estimate approaches the approximate value of the device, the Post Commander shall contact the appropriate Division Communication Coordinator and request direction on repair or replacement.
- D. Criteria For Authorization For Issuance Of Pagers, SouthernLinc IDEN Radios And Cellular Telephones
- 1. Pagers
 - a. All supervisors in the Uniform Divisions of the Georgia State Patrol are authorized to utilize a pager issued by the Department.
 - b. Individual members of the Uniform Divisions of the Georgia State Patrol whose duties require that they regularly interact with internal and external customers across Post and Troop boundaries are authorized to utilize a pager issued by the Department.
 - c. Individual members of all other divisions of the Georgia State Patrol whose duties require that they respond to the needs of the Department on short notice are authorized to utilize a pager issued by the Department. Requests shall specify the reason for a pager and be forwarded through the member's chain of command to the Division Adjutant.
 - 2. SouthernLinc IDEN Radios
 - a. All Commissioned Officers of the Georgia State Patrol are authorized to utilize a SouthernLinc IDEN radio issued by the Department.
 - b. Individual supervisors and members of the Uniform Divisions of the Georgia State Patrol whose duties require that they regularly interact across Post and/or Troop boundaries are authorized to utilize a SouthernLinc IDEN radio issued by the Department with the approval of their Division Adjutant.
 - c. Individual members of all other divisions of the Georgia State Patrol whose duties require that they respond to the needs of the Department on short notice are authorized to utilize a SouthernLinc IDEN radio issued by the Department with the approval of their Division Adjutant.

3. Cellular Telephones

- a. All Commissioned Officers of the Georgia State Patrol are authorized to utilize a Cellular Telephone issued by the Department.
- b. Individual supervisors and members of the Uniform Divisions of the Georgia State Patrol whose duties require that they regularly interact across Post and/or Troop boundaries are authorized to utilize a Cellular Telephone issued by the Department with the approval of their Division Adjutant.
- c. Individual members of all other divisions of the Georgia State Patrol 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 Division Adjutant.