REVIEW
The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

The office of primary responsibility reviewed this operating procedure in May 2020 and necessary changes have been made.

COMPLIANCE
This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.
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PURPOSE
This operating procedure establishes guidelines for using the Department of Corrections radio communications system to ensure proper use and compliance with applicable laws and regulations.

PROCEDURE
I. The Manager, General Services Unit, or designee, will:
   A. Serve as Communications Officer for the DOC; the Communications Officer will obtain or arrange for all necessary approvals and licenses needed by the DOC to operate radio equipment.
   B. Be provided with assignments and reassignments of all radio equipment owned and/or used by units of the Department of Corrections.
   C. Approve all modifications, repairs, removals, or installations of STARS radio equipment.
II. Radio communications equipment will be used only by authorized personnel, and only in accordance with the practices and procedures of the DOC or the network owner.
III. Procurement
   A. No radio equipment will be procured for the DOC by purchase, lease, gift, or otherwise for any purpose without prior approval by the DOC Communications Officer or designee.
   B. No radio broadcasting equipment may be privately purchased and installed in any State vehicle except in accordance with Operating Procedure 323.1, Vehicle Acquisition, Operations, and Maintenance.
   C. No DOC-owned radio equipment may be installed in a private vehicle.
   D. A Request to Install Special Equipment in State Vehicle 323_F7 must be submitted to and approved by the DOC Fleet Manager in accordance with Operating Procedure 323.1, Vehicle Acquisition, Operations, and Maintenance.
IV. All liaisons between the DOC and other agencies with regard to the DOC radio communication system must be conducted by the Communications Officer or designee.
V. Frequencies
   A. Radio frequencies assigned for official use of the Commonwealth and its agencies may be used only by authorized persons for authorized purposes. The frequencies assigned to the Department of Corrections may not be used by any person or agency without the approval of the DOC Communications Officer.
   B. Radio frequencies assigned for official use by the Commonwealth of Virginia and Department of Corrections are:
      1. 39.54 MHZ – Statewide Interdepartmental Radio System (SIRS) – The SIRS frequency may be used by DOC employees during prison disturbances, escaped prisoner searches involving the State Police and/or local law enforcement officers, and circumstances in transporting prisoners in which the transporting officer’s life or personal safety is threatened.
      2. 30-40 MHZ – Administrative Frequencies – Use of the 30-40 MHZ police frequencies will be restricted to official business only.
      3. 450-460 MHZ – Administrative Frequencies – Frequencies in the 450-460 MHZ range assigned to the DOC will be used for day-to-day institutional uses.
      4. 700 MHZ – Administrative Frequencies – Frequencies in the 700 MHZ range assigned to the DOC will be used for day-to-day institutional uses.
      5. 800 MHZ – Administrative Frequencies – Frequencies in the 800 MHZ range assigned to the DOC
will be used for day-to-day institutional uses.

6. Emergency Medical Frequencies – Contact Communications Officer to obtain proper frequency for your area.

C. For frequencies authorized for use by local police/sheriff’s departments by specific units within Corrections, all such authorizations must be processed through the Communications Officer, General Services Section.

D. National Interop Frequencies are for EMERGENCY use only. Contact the Communications Officer for authorization to have these frequencies installed in your radios if they are not already in your radios.

E. STARS radios may only be installed in vehicles approved by the Communications Officer i.e., offender transport vehicles fugitive extradition unit, OLU Ops, DOC Director, and the mobile command center trailer.

VI. Units must complete an annual physical inventory of all mobile and portable units in accordance with instructions from the General Services Section of the Department of Corrections, and must maintain appropriate records in their files. Copies of these annual inventories must be forwarded by June 30 each year to docgeneralservices@vadoc.virginia.gov.

VII. Surplus of Radio Equipment

A. The DOC General Services and Facility Management Unit (GFU) must be notified of all excess radio equipment.

B. The General Services and Facility Management Unit will determine if the radios or other related equipment should be declared excess or destroyed and scrapped.

C. All radio equipment indicated by the General Services and Facility Management Unit to be excess, is to be listed on the MEPL for advertisement throughout the DOC for 30 days by the owning unit. To locate the MEPL go to iDOC (under Administration, Financial Management and Reporting Unit, Procurement and Risk Management, Procurement).

D. If a DOC organizational unit has a need for the radios, they must be reprogramed to the gaining organizations frequency. A Surplus Property Manifest 260_F7 must be completed and a copy sent to the General Service Manager, the receiving unit, and maintained by the original owning unit. All organizations must keep a record on hand for one year.

E. If no DOC organizational unit has a need for the surplus radios, they must be shipped to the General Service Manager to have the frequencies removed. Note: Older obsolete models will only be processed for destruction using the Scrap Material Destruction List 260_F9.

F. The organizational unit must complete a Surplus Property Manifest 260_F7 and call the General Service Manager to make an appointment to deliver or mail the equipment.

G. Upon delivery of equipment to the General Service and Facility Management Unit Warehouse located at 5511 Biggs Rd. Richmond, VA 23224, the organizational unit receives a copy of the signed Surplus Property Manifest to be retained for audit purposes for one Year.

H. Any radio identified by General Services Manager to be destroyed and scrapped, will have the justification for such action stated on a Scrap Material Destruction List 260_F9. The serial number must be in the description. Both units will keep a copy on hand for one year after the last action.

I. At the end of each fiscal quarter, each organizational unit is responsible for forwarding a copy of all Scrap Material Destruction Lists to the General Service Manager who will compile all the data and forward the list to DGS Office of Surplus Property Management (OSPM) along with a signed copy of the Quarterly Disposal Request Approved.

J. It is the responsibility of the owning organizational unit to update their radio inventory regarding the transfer or surplus of any radios. A copy of the updated inventory must be forwarded to the General
Service Manager within 30 days.

VIII. Reporting Stolen or Misplaced Radio Equipment

A. If a vehicle with a DOC-owned radio is stolen or a DOC-owned radio is misplaced or stolen, the DOC Communications Officer must be notified immediately, after calling local authorities.

B. If a STARS radio is lost or stolen, you must notify the Virginia State Police immediately with the vehicle license plate number, VIN, vehicle barcode (if equipped), radio barcode and serial number, and a detailed description of the incident.

C. If an individual radio, like a portable is missing, the notification must be made to the individuals immediate supervisor to include advising the make, model, and serial number of the radio and to whom the radio is issued.

D. Additional reporting may be required in accordance with Operating Procedure 038.1, Reporting Serious or Unusual Incidents.

DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE

Physical Inventory - An inventory that reflects the actual physical counting of each designated item

Radio Equipment - For this operating procedure, any equipment or system that requires a radio frequency (RF) signal to broadcast/receive audio communications or that requires a license/permit to operate

REFERENCES

Operating Procedure 038.1, Reporting Serious or Unusual Incidents
Operating Procedure 323.1, Vehicle Acquisition, Operations, and Maintenance
Operating Procedure 260.2, Surplus Property

ATTACHMENTS

Annual Physical Inventory 320_A1

FORM CITATIONS

Request to Install Special Equipment in State Vehicle 323_F7
Surplus Property Manifest 260_F7
Scrap Material Destruction List 260_F9