



# Virginia Department of Corrections

## General Services

### Operating Procedure 320.5

#### *Radio Communications System*

**Authority:**

Directive 320, *General Services*

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**Access:** ☐ Restricted ☒ Public ☐ Inmate

**ACA/PREA Standards:**

None

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## REVIEW

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

## COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Organizational Unit** - A DOC unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

**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.



**PURPOSE**

This operating procedure establishes guidelines for using the Department of Corrections (DOC) radio communications system to ensure proper use and compliance with applicable laws and regulations.

**PROCEDURE****I. General Provisions**

- A. The General Services Manager, General Services and Facility Management Unit (GSFMU), or designee, will:
  - 1. 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.
  - 2. Be provided with assignments and reassignments of all radio equipment owned and/or used by units of the Department of Corrections.
  - 3. Approve all modifications, repairs, removals, or installations of Statewide Agencies Radio System (STARS) radio equipment.
- B. 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.
- C. The Communications Officer or designee must conduct all liaisons between the DOC and other agencies regarding the DOC radio communication system.

**II. 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. DOC-owned radio equipment may not 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, Operation, and Maintenance*.

**III. Frequencies**

- A. Radio frequencies assigned for official use of the Commonwealth and its agencies may be used only by authorized persons for authorized purposes. Any person or agency without the approval of the DOC Communications Officer may not use the frequencies assigned to the DOC.
- B. Radio frequencies assigned for official use by the Commonwealth of Virginia and the DOC are:
  - 1. 39.54 MHZ - Statewide Interdepartmental Radio System (SIRS) - The SIRS frequency may be used by DOC employees during prison disturbances, escaped inmate/probationer/parolee searches involving the State Police and/or local law enforcement officers, and circumstances in transporting inmate/probationer/parolees 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.
- 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.

#### IV. Physical Inventory

- A. Organizational Units must complete a physical inventory of all portable radios and related communications equipment in accordance with instructions from the General Services Manager, and maintain appropriate records in their files, see *Physical Inventory* 320\_A1.
- B. Inventories will be shared through *One Drive* to all facilities and P&P offices with two-way radio equipment. Each organizational unit will use their designated tab to update their equipment inventory on a continuous basis. When updating the inventory, the following guidelines must be followed:
1. Quantities under the base, portable, and repeater columns must be represented by a number not "Y".
  2. Enter the *Month*, *Day*, and *Year* each piece of equipment was put in service. If the date is unknown, input the current date. When a piece of equipment is removed from service, input the date it is removed from service.
  3. If any piece of equipment is unavailable due to maintenance, use the drop-down menu to input "Y". If the equipment is available, select "N".
  4. Assign the appropriate condition code for each piece of equipment according to the codes and description below.
    - a. A: SERVICEABLE (ISSUABLE): New, used, repaired, or reconditioned equipment that is serviceable and issuable without limitation.
    - b. B: SERVICEABLE (LIMITED REPAIRS): Equipment requiring minimal expense or effort to restore to serviceable condition.
    - c. C: UNSERVICEABLE (REPAIRABLE): Economically repairable equipment requiring repair, overhaul, or reconditioning.
    - d. D: UNSERVICEABLE (DECOMMISSIONED): Equipment deemed unserviceable, uneconomically repairable, or reaching the end of its lifecycle. Must be placed on the surplus property manifest and shipped to the General Services warehouse within 30 days.
    - e. F: UNSERVICEABLE (SCRAP): Equipment with no value except for basic material content will be sent to the General Services warehouse for recycling after all programming is removed.
- C. The Chief of Security or designee will be responsible for ensuring the institutions inventory is updated on a continuous basis by the designated officer managing the communications equipment. When the Chief of Security or communications officer at the institution is no longer in that capacity, they must notify the General Services Manager immediately.

#### V. Surplus of Radio Equipment

- A. The General Services and Facility Management Unit (GSFMU) must be notified of all unserviceable and/or excess radio equipment.
- B. The GSFMU Manager will determine if the radios or other related equipment should be declared unserviceable (repairable), unserviceable (decommissioned), excess, or unserviceable scrap.



- C. All radio equipment indicated by the GSFMU to be identified as excess and are identified to be in the following condition: Serviceable (limited repairs) or unserviceable (repairable), is to be shipped to the General Services Manager for repair, reprogramming, and reissuing to another institution. A *Surplus Property Manifest 260\_F7* must be completed, and a copy sent to the General Services Manager, the receiving unit, and maintained by the original owning unit for one year. All equipment deemed unserviceable will be shipped to the General Services Manager to remove the frequencies and process the equipment for recycling.
- D. Upon delivery of equipment to the GSFMU 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.
- E. At the end of each fiscal quarter the General Service Manager 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*.
- F. It is the responsibility of the owning organizational unit to update their radio inventory regarding the transfer or surplus of any radios.

#### VI. Reporting Stolen or Misplaced Radio Equipment

- A. If a vehicle with a DOC-owned radio is misplaced or stolen, the 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 (VSP) immediately by dialing #77 with the vehicle license plate number, VIN, vehicle barcode (if equipped), radio barcode and serial number, and a detailed description of the incident. The General Services Manager must be contacted after notifying VSP.
- C. If an individual institutional radio, such as a portable radio is missing, the notification must be made to the individual's 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*.

#### VII. STARS Radios

##### A. Training

- 1. All STARS radio users will have to successfully complete online VLC training on the radio subscriber equipment they will use or have assigned before they can operate the system.
  - a. MCD5000 Deskset
  - b. APX 8500 Mobile, Control Station, and Console
- 2. All DOC employees who operate a vehicle equipped with a STARS radio will need to complete the training.

##### B. Equipment

- 1. Equipment damage, including water, will be the financial responsibility of the owning institution and must be reported to the General Services Manager immediately.
- 2. STARS radios may only be installed in vehicles approved by the Director of Security and Correctional Enforcement in conjunction with the Communications Officer (GSFMU Manager). The following positions are authorized to have a STARS radio installed in their assigned vehicle: Director, Chief of Corrections Operations, Director of Security and Correctional Enforcement, two per Regional Office, Extradition, Fugitive, and Emergency Services Unit, Statewide Radio Technician, K9 (blood hound only), CCU inmate transport vehicles, all dedicated inmate/probationer/parolee transportation



vehicles, VDOT buses that transport DOC inmates, and the Office of Law Enforcement Services.

3. Request for STARS radios will be submitted to the General Services Manager for approval. The following format must be used:
  - a. Year
  - b. Make
  - c. Model
  - d. License Plate #
  - e. VIN
  - f. Institution
  - g. Location
  - h. User: C/O Doe, John
  - i. Email address: John.Doe@vadoc.virginia.gov
  - j. Phone number: 804-887-1000
  - k. Alias: this is to be filled out by the General Services Manager
4. Repairs of STARS radios will be submitted to the General Services Manager in the following format:
  - a. Four-digit year/Make/Model
  - b. Vehicle License Plate Number
  - c. Vehicle Number
  - d. VIN Number
  - e. Radio Serial Number
  - f. Radio Asset Number
  - g. Problem: NOT TRANSMITTING, NO POWER, ETC.
  - h. Point of Contact: First and Last Name; Phone Number
  - i. Institution location: (Address)

#### C. Property Management

1. STARS equipment (including portable radios) will never be transferred or loaned to another person, even temporarily by the Agency.
  - a. Transfers and temporary issuances must be performed by VSP Communication Division.
  - b. VSP Communication Division can arrange for a temporary loan of equipment, if necessary. DOC will sign for STARS equipment as part of any transfer.
2. Institutions will not remove and transfer STARS radios from one vehicle to another.
  - a. Radios will be removed and returned to the General Services Manager and wait for a new radio to be issued.
  - b. All removals must be approved by the General Services Manager to include vehicles that are scheduled for surplus.
  - c. Vehicles should not show up to the fleet lot with radios still connected. All removals will be in accordance with the attached STARS radio removal form.
  - d. The *STARS Equipment Decommission Form - UARC Agencies 350\_F2* will be used as directed.
3. STARS radios will be inventoried annually beginning June 1st. A link and QR code will be emailed to each institution annually. Each location has 15 business days to inventory all vehicles with STARS. Once complete, the General Services Manager will reach out to locations with discrepancies needing correction.



## **REFERENCES**

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 323.1, *Vehicle Acquisition, Operation, and Maintenance*

## **ATTACHMENTS**

*Two Way Radio Inventory 320\_A1*

## **FORM CITATIONS**

*Surplus Property Manifest 260\_F7*

*Scrap Material Destruction List 260\_F9*

*STARS Equipment Decommission Form - UARC Agencies 320\_F2*

*Request to Install Special Equipment in State Vehicle 323\_F7*