Policy No. DOC 3.1.33	Subject: **RADIO COMMUNICATION SYSTEMS**	
Chapter 3: FACILITY/PROGRAM OPERATIONS		Page 1 of 3 and Attachment
Section 1: Security Operations		Effective Date: March 12, 2001
Signature: /s/ Mike Batista, Director		Revised: 07/25/2016

I.   POLICY

The Department of Corrections maintains radio communication systems for effective internal and external staff communication in accordance with standards set by the Federal Communications Commission, Montana Code Annotated, and the Montana Department of Administration, Public Safety Services Bureau.

II.   APPLICABILITY

All divisions, facilities and programs Department-owned and Department employees at contract facilities.

III.   DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Department Radio System Manager (DM) – The Department IT Communications Manager is responsible for oversight of the Department-wide radio communication system.

Local Radio System Managers (LM) – Department employees, designated by an administrator, responsible for oversight of the radio communication system specific to the employee's division, facility, or program.

IV.   DEPARTMENT DIRECTIVES

A.   General Requirements

1.   The personal safety and security of staff, offenders, and communities are dependent on Department staff properly using established radio communication systems.

2.   Department staff must be appropriately trained, understand communication procedures and protocols, and maintain serviceability and accountability of assigned communication systems.

3.   Department staff who have been trained and certified by the Department approved radio vendor or who received specialized training will provide maintenance or programming of radios. Approved vendors will provide maintenance and programming at the discretion of the DM.

4.   All divisions will use the *DOC 3.1.33A Radio System Logistic Support Standard Operating Procedure* for maintaining radio system components.

B.   Responsibilities

1. Administrators are responsible for the following:
    a. development and maintenance of procedures in accordance with this policy;
    b. assign a local radio system manager (LM); and
    c. ensure Department staff are properly trained on assigned communication systems.

2. Responsibilities of the Department radio system manager (DM) include:
    a. ensure all divisions, facilities and programs adhere to applicable policy and procedure requirements;
    b. maintain necessary radio documents in a secure central repository (i.e. inventories, programming information, MOUs, code plugs);
    c. provide required reports to the Department director and management team;
    d. coordinate budget, inventory management, and procurement with the Information Technology (IT) Division administrator; and
    e. immediately report to the state system administrator any loss of a radio, base station or console.

3. Responsibilities of the LM include:
    a. collaborate with the DM and division, facility or program security personnel regarding radio issues and management strategies;
    b. properly account for equipment by item, serial number, and location;
    c. ensure each employee issued a radio reads, understands and signs a Radio Equipment Issue Agreement form prior to issuance;
    d. maintain copies of signed Radio Equipment Issue Agreement forms;
    e. maintain an accountability inventory of radio equipment (excluding accessories, e.g., headsets, microphones) to document equipment;
    f. complete an inventory of all radios each January and submit the inventory to the DM; and
    g. maintain and submit to the DM all radio-related documents.

4. Department employees must immediately report any missing, lost, or inoperable radio equipment to their division, facility or program LM. The LM will notify the DM or IT Division administrator and provide the type of radio equipment, serial number, last known user, and last known location.

C.   Radio Communication Standards

1. Radio communication system standards include:
    a. selected Department leadership will have access to the appropriate statewide mutual aid channels;
    b. personal two-way radios and walkie-talkies are prohibited unless approved in writing by the DM;
    c.   "plain talk" is the standard form of verbal communication;
    d. call signs are assigned to radios and base stations; and
    e. use of 24-hour military time in radio communications

V.   CLOSING

Questions concerning this policy should be directed to the Department IT Communications Manager.

VI.   REFERENCES

A. *2-15-112; 2-17-544; 2-17-545; 53-1-203, MCA*
B. *4-4217; ACA Standards for Adult Correctional Institutions, 4th Edition*
C. *DOC 3.1.33A Radio System Logistic Support Standard Operating Procedure*

VII.   ATTACHMENTS

Radio Equipment Issue Agreement