



POLICY DIRECTIVE

Policy:	DOC 3.1.33 RADIO COMMUNICATION SYSTEMS
Effective Date:	03/12/2001 Page 1 of 2
Revision Date(s):	07/25/2016; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department 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 (see Glossary)

IV. REQUIREMENTS

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:
 - a. be appropriately trained;
 - b. understand communication procedures and protocols; and
 - c. 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.
 - a. Approved vendors will provide maintenance and programming at the discretion of the Department Radio System Manager (DM).
4. All divisions will use *DOC 3.1.33A Radio System Logistic Support* for maintaining radio system components.

B. Responsibilities

1. Administrators are responsible for the following:
 - a. developing and maintaining processes in accordance with this policy;
 - b. assigning a local radio system manager (LM); and
 - c. ensuring Department staff are properly trained on assigned communication systems.
2. Responsibilities of the DM include:
 - a. ensuring all divisions, facilities, and programs adhere to applicable policy and procedure requirements;
 - b. maintaining necessary radio documents (for example, inventories, programming information, MOUs, code plugs) in a secure central repository;

- c. providing required reports to the Department Director and management team;
 - d. coordinating budget, inventory management, and procurement with the Information Technology (IT) Chief Information Officer; and
 - e. immediately reporting to the state system administrator any loss of a radio, base station, or console.
3. Responsibilities of the LM include:
 - a. collaborating with the DM and division, facility, or program security personnel regarding radio issues and management strategies;
 - b. properly accounting for equipment by item, serial number, and location;
 - c. ensuring each employee issued a radio reads, understands, and signs a *Radio Equipment Issue Agreement* prior to issuance;
 - d. maintaining copies of signed *Radio Equipment Issue Agreement* forms;
 - e. maintaining an accountability inventory of radio equipment (excluding accessories, for example, headsets and microphones) to document equipment;
 - f. completing an inventory of all radios each January and submitting the inventory to the DM; and
 - g. maintaining and submitting 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.
 - a. The LM will notify the DM or IT Chief Information Officer 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 about this policy should be directed to Department IT.

VI. REFERENCES

- A. §§ 2-15-112; 2-17-544; 2-17-545; 53-1-203, MCA
- B. DOC 3.1.33A *Radio System Logistic Support*

VII. FORMS

Radio Equipment Issue Agreement