

510.3 SUBJECT: CITY RADIO COMMUNICATIONS

:1 OBJECTIVE:

Provide a policy for City radio communications.

:2 AUTHORITY:

This procedure amended by City Council July 19, 2004, Item A6.

:3 DIRECTION:

The Radio Users Committee (RUC) will serve as oversight of the 800 MHz Trunked Radio System. The RUC will consist of a representative from the Police, Fire, General Administration Department and the Greater Orlando Aviation Authority. The Fleet Management Division Manager will be the General Administration Department representative, and the respective Communications Managers will be the other Departments' representatives.

:4 METHOD OF OPERATION:

The Radio Systems Administrator is designated as the Manager of the 800MHz trunked radio system.

A. The Manager shall:

1. Work with the RUC to plan and implement an overall radio communications system for the City.
2. Evaluate radio communications and accessory equipment requirements.
3. Apply to the Federal Communications Commission (FCC) for radio frequencies; implement and supervise provisions of FCC approvals.
4. Establish internal procedures and require such reports as may be necessary to comply with FCC rules and regulations and assess use and need of facilities.

B. The Radio Users Committee Representatives shall:

1. Function as a single point of contact for all radio system issues in his/her agency.
2. Evaluate and assign call-number designations for their respective agency.
3. Assess and determine Department, Office, and Division requirements on each assigned frequency/talkgroup and submit such changes as may be required to meet their agency's objectives and, when necessary, submit those changes to the RUC for consideration.
4. Work with the Radio Systems Administrator to ensure proper maintenance and inventories are maintained on said equipment.

C. Budget Requirements for radio communications equipment: The Radio Systems Administrator shall be notified by the RUC representative when the need for new or replacement equipment is identified in their Department.

1. Replacement radio communications backbone/network equipment shall be provided for in the budget request of the Radio Systems Administrator.
RUC representatives will recommend to the Radio Systems Administrator particular needs of their Office/Divisions prior to budget submission. Should an Office/Division be in disagreement with the proposal of the Radio Systems Administrator, comments/justifications will be submitted in writing to the Radio Systems Administrator and made a part of that Office/Division's budget submission.
2. The Radio Systems Administrator shall be consulted by the requesting Department's RUC representative as to the suitability of any additional equipment in ample time before the budget submission. He/she will research the technical aspects of the request and consult with the RUC.
3. Requests for replacement and additional radio communications equipment must be coordinated through the Radio Systems Administrator and the RUC to ensure a compatible, efficient network for radio communications.
4. The Radio Systems Administrator will keep the RUC informed of all Budget Requests and attain a formal written opinion of the RUC to be forwarded to the requesting Office/Division to be shown as part of its Justification Schedule submitted by the requesting Office/Division

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

The RUC will meet as needed, at least quarterly. The Radio Systems Administrator will coordinate all Committee meetings and serve as Chairman. All decisions of the Committee will be made by majority vote. The Radio Systems Administrator will vote only to break a tie. Requests for additional talkgroups must be approved by the RUC. All requests for additional radio communications equipment will be reviewed and approved by the RUC. The Radio Systems Administrator will provide the needed technical information to assist the representatives in their decisions. The final vote as well as any supporting comments will be forwarded to the requesting Office/Division by their RUC Committee representative to submit as part of their Justification Schedule. Budget Requests will not be considered without this information.

:7 REFERENCE:

City Operations Committee minutes of February 19, 1975, Item 2. Procedure adopted by City Council March 3, 1975, Item 20; amended March 28, Item 32B; June 14, 1993, Item 4Q; May 11, 1998, Item 6-A; amended July 19, 2004, Item A6.

:8 EFFECTIVE DATE:

This procedure effective July 19, 2004.