

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">310.01</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">4</p>
	<p><u>CHAPTER:</u> Institutional Operations</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.</p>
<p><u>SUBJECT:</u> Radio Communications and Frequency Management</p>		
<p><u>DATE:</u> January 1, 2015</p>		

POLICY

It is the policy of the West Virginia Division of Juvenile Services (DJS) to establish and maintain a mechanism that provides for the centralized, agency-wide management and use of radio communications and radio frequencies.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

DEFINITIONS

1. **Communications Working Group:** Steering Committee chaired by the Director of Security to formulate recommendations to the Division Director concerning all radio communications matters. Committee members will include two Superintendents/Directors, Radio Communications Coordinator, Director of Budget and Finance or designee and Director of Security.
2. **Field Communications Officer:** Personnel designated to perform various duties in regard to radio communications at a facility. These may include inventory control, routine maintenance, vendor liaison, etc.
3. **Narrow-Banding:** A Federal Communications Commission mandate for all non-Federal public safety licensees using 25 kHz radio systems to migrate to narrowband 12.5 kHz channels by January 1, 2013 or face the loss of communication capabilities.
4. **Radio Communications Coordinator:** Under the general supervision of the Director of Security, exercises responsibility and authority to coordinate a statewide communications system for the Division of Juvenile Services.

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PROCEDURES

1. The Communications Working Group shall meet twice per year or more frequently as needed in order to develop and revise recommendations to the Director of Juvenile Services concerning radio communications policy and procedure, radio equipment standardization and related budget projections. This will include development of a comprehensive, agency-wide plan for the assignment, deployment and use of all radio frequencies and development of a Tactical Interoperable Radio Communications Plan (TIC Plan) as required by the U.S. Department of Homeland Security 2005 Grant Guidance.
2. Radio Communications Coordinator Duties and Responsibilities
 - a. Exercise daily responsibility and authority as Agency Radio Frequency Manager responsible for the management, deployment, and assignment of all radio frequencies and radio programming profiles.
 - b. Advise Director of Security and Radio Communications Working Group on technical matters and state and federal radio communications' regulations and initiatives.
 - c. Attain and maintain the requirements necessary to perform the duties of a National All-Hazards Communications Unit Leaders (COMML) as established by the U.S. Department of Homeland Security. Deploy on major callouts to coordinate radio communications as assigned by the Director of Security.
 - d. Coordinate with the Directors of Training and Security to ensure appropriate training is delivered to all employees classified as first-responders and command personnel who may be required to participate in multi-agency emergency situations as defined the National Incident Management System (NIMS) in compliance with the U.S. Department of Homeland Security Presidential Directive 5: Management of Domestic Incidents and NIMS Compliance Objectives.
 - e. Establish a perpetual inventory for all communications devices, including base stations/consoles, transmitters, repeaters, towers, handheld radios, mobile radios, cellular telephones and pagers and related equipment.
 - f. Coordinate major purchases of radio communications equipment. This includes: base stations/consoles, transmitters, repeaters and towers.
 - g. Coordinate with Field Communications Officers to ensure standardization of equipment according to agency standards approved by the Director of the Division, quarterly inventories of radio equipment, and training.

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- h. Serve as Agency Liaison Officer with Federal Communications Commission, West Virginia Inter-Operable Radio Project, West Virginia Department of Homeland Security and Emergency Management and State Police communications sections, Green Bank Interference Protection Group and Association of Public-Safety Communications Officials.

3. Field Communications Officers shall be responsible for the following:

- a. Establish and maintain a perpetual inventory for all communications devices, including base stations/consoles, transmitters, repeaters, towers, handheld radios, mobile radios, cellular telephones and pagers and related equipment and submit a quarterly inventory to the Radio Communications Coordinator.
- b. Perform routine maintenance of radios and coordinate with vendors concerning outside repairs.
- c. Train personnel in proper radio use, care and procedures.

4. Licenses

- a. All radio communications licenses shall be held at the agency level by the Division of Juvenile Services.
- b. Applications for new licenses and license renewals will be completed by the Communications Coordinator and submitted to the Federal Communications Commission.

5. Frequency Management and Radio Programming Profiles

- a. All frequencies held by the agency shall be deployed in a manner which is most beneficial to the agency as a whole. The Communications Working Group shall develop, for the Director's approval, profiles which designate the use of specific frequencies for specific purposes across the agency. Strict adherence to these standards is essential to ensure efficient and effective communications across the agency, especially in emergency situations.
- b. The Director of Security will ensure that audits of radio frequencies are conducted periodically to ensure that frequencies and programming profiles are deployed according to agency standards.

6. Standardization of Equipment

- a. Radio communications equipment will be standardized across the agency in order to ensure efficiencies in procurement, training, line operations and emergency response.

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While incidental purchases may be handled at the local level, such purchases shall comply with agency standardization of equipment.

- b. All radio communications equipment shall comply with FCC narrow banding requirements.
 - c. Digital technology shall be used to the extent practicable.
7. Inter-Operability
- a. The Division of Juvenile Services is committed to participation in the West Virginia Interoperable Radio Project to the extent that funding is available.
 - b. The Communications Working Group shall develop budget plans which provide recommendations for suitable numbers of inter-operable radios across the agency.
8. Language. All communications over the radios are to be clear and professional. Unprofessional language will not be used.
9. Deployment Practices – Radios and related equipment shall be deployed as follows:
- a. Portable Hand-Held Radios
 - i. All security posts at all facilities
 - ii. All supervisors and managers inside the secure area at all facilities
 - iii. All Superintendents/Directors and Chief Correctional Officers
 - iv. All DJS investigators
 - b. Mobile (vehicle) Radios: All facility vehicles routinely used to transport residents
 - c. Base Stations: All facility Control Center/Rooms
10. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



 Director

11/1/15

 Date