



General Order Number: 03-08	Effective Date: January 2010
Division: Communication and Information Management/Technology	
Chapter: Utilization of Federal Communications Commission (FCC) Licensed Radio Equipment	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

To ensure that Prince George's County's radio communication system use is compliant with FCC operational rules and regulations, that the equipment used in the system is maintained in compliance with FCC technical standards, that the security of programming data is protected, and that the user receives all maintenance and repair services for which it has contracted.

This procedure encompasses all FCC licensed radio communication systems operated by Prince George's County.

DEFINITIONS

Homeland Security/Public Safety Communications – Refers to the County Agency responsible to oversee all Public Safety Communications for the Prince George's County Government

PROCEDURES / RESPONSIBILITIES

1. General Provisions

Radios provided by the Office of Homeland Security/Public Safety Communications are the only authorized radios and radio frequencies to be used for operational purposes in Prince George's County.

Exceptions may be made when out of County units come into Prince George's County during Mutual Aide requests or when Prince George's County units are required to provide services outside of the County during Mutual Aide requests.

County Government FCC Licensed Radio Communication Systems

The operation, coordination, and control of the County's FCC Licensed Radio Communication Systems are the responsibility of the Director of Homeland Security/Public Safety Communications.

2. Responsibilities

Homeland Security/Public Safety Communications

Homeland Security/Public Safety Communications shall:



- Exercise complete jurisdictional control over the County's Public Safety and Public Service radio systems and networks to include radio towers, microwave radios, system antennae, base station transceivers, Digital Vehicle Repeater Systems, System Keys, Encryption Keys, as well as subscriber mobile and portable radios.
- Plan, prioritize, and coordinate a program to ensure the proper operation of radio communication equipment and preventive maintenance services.
- Manage the radio system and radio maintenance vendor(s) and related contracts to ensure compliance with the County's contractual obligations and maintenance service level agreements.
- Manage the radio system and radio maintenance vendor(s) and related contracts to ensure compliance with all County radio communication equipment performance standards as reflected in FCC rules and regulations.
- Act as the County's sole representative in any transaction or negotiation with the FCC or any FCC-sanctioned frequency coordination agency.
- Be responsible for the interpretation of FCC rules and regulations, and for providing agencies the information and guidance necessary to ensure compliance.

The Prince George's County Fire/EMS Department

The Prince George's County Fire/EMS Department is responsible for:

- Enforcing this policy
- Maintaining the security of radio programming data

3. Changes in Radio Communication Systems

All requested changes in any radio communication system design, including agency code plugs and/or control facilities necessary to satisfy modifications in operational requirements, will be submitted with justification to the Fire Chief.

At the Fire Chief's discretion he/she will forward the request to the Director, Homeland Security/Public Safety Communications for consideration.

No changes shall be made in radio programming by any party not authorized to do so by the Director of Homeland Security/Public Safety Communications.

4. Correspondence Received from FCC or Coordinating Agency

Any correspondence received from the FCC or coordinating agency should be referred immediately to the Director, Homeland Security/Public Safety Communications.

5. Other Licensed Communications Systems

Other than the County's 700 MHz public safety and public service radio system, each County agency employing an FCC-licensed radio communication system dedicated to its own operations and used solely by personnel under its jurisdiction shall:



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- Assign overall responsibility for operation of the system to a single point of contact and radio coordination responsibility.
- Establish a policy outlining the use of FCC radio frequencies and defining violations thereof and forward a copy of the policy to the Director of Homeland Security/Public Safety Communications within 30 days after the effective date of this procedure.
- Maintain a “station record” file containing FCC Rules and Regulations, Volume V and FCC Radio Communications System Licenses at the principle radio system control point. Homeland Security/Public Safety Communications will maintain copies of Title 47, CFR, FCC Rules and Regulations, Parts 90, 94, 95 and 17.

Examples of agencies having such systems include, but are not limited to, the following:

- Volunteer Fire Departments operating in incorporated towns that have secured an independent radio frequency license.

As outlined above, Radios provided by the Office of Homeland Security/Public Safety Communications are the only authorized radios and radio frequencies to be used for operational purposes in Prince George’s County.

REFERENCES

Administrative Procedure 422

FORMS / ATTACHMENTS

N/A