



Virginia Department of Corrections

General Services

Operating Procedure 320.5

Radio Communications System

Authority:

Directive 320, *General Services*

Effective Date: August 1, 2021

Amended:

Supersedes:

Operating Procedure 320.5, May 1, 2019

Access: Restricted Public Inmate

ACA/PREA Standards:

None

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

The content owner reviewed this operating procedure in July 2022 and determined that no changes are needed.

The content owner reviewed this operating procedure in July 2023 and necessary changes are being drafted.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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DEFINITIONS

Organizational Unit - A DOC unit, such as a correctional facility, regional office, P&P Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit.

Physical Inventory - An inventory that reflects the actual physical counting of each designated item

Radio Equipment - For this operating procedure, any equipment or system that requires a radio frequency (RF) signal to broadcast/receive audio communications or that requires a license/permit to operate



PURPOSE

This operating procedure establishes guidelines for using the Department of Corrections (DOC) radio communications system to ensure proper use and compliance with applicable laws and regulations.

PROCEDURE

I. General Provisions

- A. The Manager, DOC General Services and Facility Management Unit (GFU), or designee, will:
 - 1. Serve as Communications Officer for the DOC; the Communications Officer will obtain or arrange for all necessary approvals and licenses needed by the DOC to operate radio equipment.
 - 2. Be provided with assignments and reassignments of all radio equipment owned and/or used by units of the Department of Corrections.
 - 3. Approve all modifications, repairs, removals, or installations of Statewide Agencies Radio System (STARS) radio equipment.
- B. Radio communications equipment will be used only by authorized personnel, and only in accordance with the practices and procedures of the DOC or the network owner.
- C. The Communications Officer or designee must conduct all liaisons between the DOC and other agencies with regard to the DOC radio communication system.

II. Procurement

- A. No radio equipment will be procured for the DOC by purchase, lease, gift, or otherwise for any purpose without prior approval by the DOC Communications Officer or designee.
- B. No radio broadcasting equipment may be privately purchased and installed in any State vehicle except in accordance with Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*.
- C. No DOC-owned radio equipment may be installed in a private vehicle.
- D. A *Request to Install Special Equipment in State Vehicle 323_F7* must be submitted to and approved by the DOC Fleet Manager in accordance with Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*.

III. Frequencies

- A. Radio frequencies assigned for official use of the Commonwealth and its agencies may be used only by authorized persons for authorized purposes. Any person or agency without the approval of the DOC Communications Officer may not use the frequencies assigned to the DOC.
- B. Radio frequencies assigned for official use by the Commonwealth of Virginia and the DOC are:
 - 1. 39.54 MHZ - Statewide Interdepartmental Radio System (SIRS) - The SIRS frequency may be used by DOC employees during prison disturbances, escaped inmate/probationer/parolee searches involving the State Police and/or local law enforcement officers, and circumstances in transporting inmate/probationer/parolees in which the transporting officer's life or personal safety is threatened.
 - 2. 30-40 MHZ - Administrative Frequencies - Use of the 30-40 MHZ police frequencies will be restricted to official business only.
 - 3. 450-460 MHZ - Administrative Frequencies - Frequencies in the 450-460 MHZ range assigned to the DOC will be used for day-to-day institutional uses.
 - 4. 700 MHZ - Administrative Frequencies - Frequencies in the 700 MHZ range assigned to the DOC will be used for day-to-day institutional uses.
 - 5. 800 MHZ - Administrative Frequencies - Frequencies in the 800 MHZ range assigned to the DOC will



be used for day-to-day institutional uses.

6. Emergency Medical Frequencies - Contact Communications Officer to obtain proper frequency for your area.

C. For frequencies authorized for use by local police/sheriff's departments by specific units within Corrections, all such authorizations must be processed through the Communications Officer, General Services Unit.

D. National Interop Frequencies are for EMERGENCY use only. Contact the Communications Officer for authorization to have these frequencies installed in your radios if they are not already in your radios.

IV. Annual Physical Inventory

A. Organizational Units must complete an annual physical inventory of all mobile and portable radios in accordance with instructions from the General Services Unit of the Department of Corrections, and must maintain appropriate records in their files, see *Annual Physical Inventory 320_A1*.

B. Copies of these annual inventories must be forwarded by June 30 of each year to docgeneralservices@vadoc.virginia.gov

V. Surplus of Radio Equipment

A. The DOC General Services and Facility Management Unit (GFU) must be notified of all excess radio equipment.

B. The GFU will determine if the radios or other related equipment should be declared excess or destroyed and scrapped.

C. All radio equipment indicated by the General Services and Facility Management Unit to be excess, is to be listed on the MEPL for advertisement throughout the DOC for 30 days by the owning unit. To locate the MEPL go to iDOC (*under Administration, Financial Management and Reporting Unit, Procurement and Risk Management, Procurement*).

D. If a radio is assigned to an organizational unit, it must be reprogrammed to the gaining organizations frequency. A *Surplus Property Manifest_260_F7* must be completed and a copy sent to the General Service Manager, the receiving unit, and maintained by the original owning unit. All organizations must keep a record on hand for one year.

E. If no organizational unit has a need for the surplus radios, they must be shipped to the General Service Manager to have the frequencies removed. *Note:* Older obsolete models will only be processed for destruction using the *Scrap Material Destruction List 260_F9*.

F. The organizational unit must complete a *Surplus Property Manifest_260_F7* and call the General Service Manager to make an appointment to deliver or mail the equipment.

G. Upon delivery of equipment to the GFU Warehouse located at 5511 Biggs Rd. Richmond, VA 23224, the organizational unit receives a copy of the signed *Surplus Property Manifest* to be retained for audit purposes for one Year.

H. Any radio identified by General Services Manager to be destroyed and scrapped, will have the justification for such action stated on a *Scrap Material Destruction List 260_F9*. The serial number must be in the description. Both units will keep a copy on hand for one year after the last action.

I. At the end of each fiscal quarter, each organizational unit is responsible for forwarding a copy of all *Scrap Material Destruction Lists* to the General Service Manager who will compile all the data and forward the list to DGS Office of Surplus Property Management (OSPM) along with a signed copy of the *Quarterly Disposal Request Approved*.

J. It is the responsibility of the owning organizational unit to update their radio inventory regarding the



transfer or surplus of any radios. A copy of the updated inventory must be forwarded to the General Service Manager within 30 days.

VI. Reporting Stolen or Misplaced Radio Equipment

- A. If a vehicle with a DOC-owned radio is misplaced or stolen, the Communications Officer must be notified immediately, after calling local authorities.
- B. If a STARS radio is lost or stolen, you must notify the Virginia State Police (VSP) immediately with the vehicle license plate number, VIN, vehicle barcode (if equipped), radio barcode and serial number, and a detailed description of the incident.
- C. If an individual radio, like a portable is missing, the notification must be made to the individual's immediate supervisor to include advising the make, model, and serial number of the radio and to whom the radio is issued.
- D. Additional reporting may be required in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.

VII. STARS Radios

A. Training

1. All STARS radio users will have to successfully complete online training on the radio subscriber equipment they will use or have assigned before they can operate the system.
2. All DOC employees who operate a vehicle equipped with a STARS radio will need to complete the training.

B. Equipment

1. Equipment damage, including water, will be the financial responsibility of the owning institution and must be reported to the General Services Manager immediately.
2. STARS radios may only be installed in vehicles approved by the Director of Security and Correctional Enforcement in conjunction with the Communications Officer (GFU Manager). The following positions are authorized to have a STARS radio installed in their assigned vehicle: Director, Chief of Corrections Operations, Director of Security and Correctional Enforcement, two per Regional Office, Extradition, Fugitive, and Emergency Services Unit, Statewide Radio Technician, K9 (blood hound only), CCU inmate transport vehicles, all dedicated inmate/probationer/parolee transportation vehicles, and VDOT buses that transport DOC inmates. Requests for a STARS radio must be approved by the Regional Operations Chief and the Director of Security and Correctional Enforcement with proper justification.

C. Property Management

1. STARS Equipment (including portable radios) will never be transferred or loaned to another person, even temporarily by the Agency.
 - a. Transfers and temporary issuances must be performed by VSP Communication Division.
 - b. VSP Communication Division can arrange for a temporary loan of equipment, if necessary. DOC will sign for STARS equipment as part of any transfer.
2. Institutions will not remove and transfer STARS radios from one vehicle to another.
 - a. Radios will be removed and returned to the General Services Manager and wait for a new radio to be issued.
 - b. All removals must be approved by the General Services Manager to include vehicles that are to be surpluses.
 - c. Vehicles should not show up to the fleet lot with radios still connected. All removals will be in accordance with the attached STARS radio removal form.



- d. The STARS Equipment Decommission Form - UARC Agencies 350_F2 will be used as directed.
3. STARS radios will be inventoried annually. A link and QR code will be emailed to each institution annually. Each location has 10 business days to inventory all vehicles with STARS. Once complete, the General Services Manager will reach out to locations with discrepancies to get them corrected.

REFERENCES

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*

ATTACHMENTS

Annual Physical Inventory 320_A1

FORM CITATIONS

Surplus Property Manifest 260_F7

Scrap Material Destruction List 260_F9

Request to Install Special Equipment in State Vehicle 323_F7

STARS Equipment Decommission Form - UARC Agencies 350_F2

