



# Virginia Department of Corrections

## General Services

### Operating Procedure 320.5

#### *Radio Communication Systems*

**Authority:**

Directive 320, *General Services*

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**Access:**  Public  Restricted

Incarcerated Offender

**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.

### 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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**PURPOSE**

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

**PROCEDURE**

- I. The Manger, General Services Unit, or designee, will:
  - A. 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.
  - B. Be provided with assignments and reassignments of all radio equipment owned and/or used by units of the Department of Corrections.
  - C. Approve all modifications, repairs, removals, or installations of STARS radio equipment.
- II. 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.
- III. 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.
- IV. All liaisons between the DOC and other agencies with regard to the DOC radio communication system must be conducted by the Communications Officer or designee.
- V. Frequencies
  - A. Radio frequencies assigned for official use of the Commonwealth and its agencies may be used only by authorized persons for authorized purposes. The frequencies assigned to the Department of Corrections may not be used by any person or agency without the approval of the DOC Communications Officer.
  - B. Radio frequencies assigned for official use by the Commonwealth of Virginia and Department of Corrections are:
    1. 39.54 MHZ – Statewide Interdepartmental Radio System (SIRS) – The SIRS frequency may be used by DOC employees during prison disturbances, escaped prisoner searches involving the State Police and/or local law enforcement officers, and circumstances in transporting prisoners 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 Section.

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.

E. STARS radios may only be installed in vehicles approved by the Communications Officer i.e., offender transport vehicles and vehicles assigned to Facility Unit Heads and certain management positions in Regional Offices and Headquarters.

VI. Vehicles with radios supplied by the DOC must be available for use 24 hours daily. Employees to whom such vehicles are assigned will be subject to 24-hour call and/or recall. Use of the vehicles for travel between home and official station, however, will be subject to Operating Procedure 323.2, *Commuting in a State Vehicle*.

VII. Units must complete an annual physical inventory of all mobile and portable units in accordance with instructions from the General Services Section of the Department of Corrections, and must maintain appropriate records in their files. Copies of these annual inventories must be forwarded by September 30 of each year to the General Services Unit, Virginia Department of Corrections, Attention: Communications Officer, P.O. Box 26963, Richmond, VA 23261-6963.

VIII. Reporting Stolen or Misplaced Radio Equipment

A. If a vehicle with a DOC-owned radio is stolen or a DOC-owned radio is misplaced or stolen, the DOC Communications Officer must be notified immediately.

B. The vehicle number, license plate number, and a description must be provided on vehicles.

C. If an individual radio, like a portable is missing, the notification must be made advising the make and model 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*.

## **DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE**

**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

## **REFERENCES**

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

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

Operating Procedure 323.2, *Commuting in a State Vehicle*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

None

