



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

Page 1 of 4

DATE
5/1/2012

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

Issued by: Fire Chief
Policy # 22-04AM
Supersedes Policy No. 22-04
Authority: Montgomery County Code Section 21-2.(d)(4)

Effective Date: May 1, 2012

Section 1. Purpose: To establish standard requirements and procedures that ensure that: all mobile and portable radio devices purchased for use within the Montgomery County Fire and Rescue Service (MCFRS) radio system are compatible with its 800 MHZ trunked radio system; all mobile and portable radio devices operating on the radio system meet the functional requirements of the Montgomery County Fire and Rescue Service; and that *only* MCFRS authorized mobile and portable radios operate within its radio system.

Section 2. Applicability. This policy and procedure applies to all MCFRS personnel, and to the acquisition and installation of all portable and mobile radio devices and their components to be used on or operated on (collectively, "used or operated on"), or to integrate with the radio system, or on a radio system of a neighboring jurisdiction or partner agency of the Montgomery County Fire and Rescue Service.

Section 3. Definitions.

- a. **Department of Technology Services Radio Communications Services Section ("Radio Shop")**. The department of Montgomery County Government that provides radio communications services to the County's departments and agencies, and is responsible for operating and maintaining the 800 MHz trunked radio system.
- b. **Mobile or Portable Radio Device ("radio device")**. An MCFRS-approved mobile or portable radio device, attachment, or accessory



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

Page 2 of 4

DATE

5/1/2012

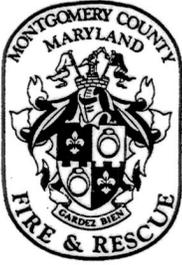
RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

operating on, or acquired for use on the radio system, or on the radio system of a neighboring jurisdiction or partner agency.

- c. **MCFRS Personnel ("member")**. For purposes of this policy, this term refers to all career and volunteer (Local Fire and Rescue Department) members of the Montgomery County Fire and Rescue Service.
- d. **Montgomery County Radio System ("radio system")**. The Montgomery County Fire and Rescue Service's 800 MHz trunked voice radio communication system, and any ancillary radio systems, including the VHF radio system.
- e. **MCFRS Telecommunications Manager**. For purposes of this policy, the individual, as authorized by the MCFRS Fire Chief, or the designee of that individual, who is responsible for the acquisition, procurement, configuration, and inventory management of all communications devices operated on a MCFRS radio system.

Section 4. Policy.

- a. All **radio devices** acquired to operate on or interface with the **radio system** must be acquired through, or approved in writing by, the Fire Chief or designee. Any **radio device** not acquired through, or approved in writing by the Fire Chief is prohibited from being used on the **radio system**.
- b. Only the **MCFRS Telecommunications Manager**, the **Radio Shop**, or a vendor specifically approved in writing by the **MCFRS Telecommunications Manager** may program, maintain, modify, approve, test for compliance with MCFRS standards, install, remove, or upgrade any **radio device** used on the **radio system**.
- c. All **radio devices** acquired or approved (hereinafter collectively referred to as "approved") in accordance with Section 4.a. of this policy, must be maintained in compliance with the **MCFRS Telecommunications Manager's** standards. Before the Fire Chief approves of a **radio device** in accordance with Section 4.a. of this policy, and at all times afterwards, the **MCFRS Telecommunications Manager** is authorized to determine if a **radio device** complies with the **MCFRS Telecommunications**



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

Page 3 of 4

DATE

5/1/2012

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

Manager's standards. MCFRS members must provide to the **MCFRS Telecommunications Manager**, for testing and maintenance, any **radio device** expected to operate on the **radio system**.

- d. When an MCFRS or LFRD vehicle that contains an approved **radio device** is placed out-of-service, each approved **radio device** in that vehicle must be removed *only* by the **MCFRS Telecommunications Manager**, the **Radio Shop**, or a vendor approved by the **MCFRS Telecommunications Manager**.
- e. When an MCFRS or LFRD vehicle is added to the MCFRS fleet, the entity adding that vehicle must ensure the provision of adequate funding to acquire any necessary **radio device** in that vehicle.
- f. The **MCFRS Telecommunications Manager's** issuance of a **radio device** is to a *specific authorized riding position* on apparatus, or to a *specific authorized individual*, based on that **member's** position within the MCFRS. The **radio device** does *not transfer* to, or with, an MCFRS **member**, even if that **member** is moving to another riding position on apparatus, or to a position within MCFRS that is authorized to be issued a **radio device**. When an MCFRS **member** is transferred or promoted/demoted into a position within MCFRS that is specifically authorized to be issued a **radio device**, the **MCFRS Telecommunications Manager** is authorized to issue a radio device to that **member**. When an MCFRS **member** whose position authorizes the **member** to be issued a **radio device** retires, transfers, or is promoted/demoted to a position that is *not authorized* to be issued a radio device, the **member** must return any **radio device** previously issued to the **member**, and obtain a receipt from the **MCFRS Telecommunications Manager** documenting the **member's** return of the previously-issued **radio device**.
- g. The Joint Health and Safety Committee must first study, review, and evaluate any mobile or portable **radio device** purchased or procured for use on the MCFRS **radio system**.

Section 5. Procedure.

- a. A **radio device** to be used on the **radio system** must be pre-approved by the **MCFRS Telecommunications Manager**.



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

Page 4 of 4

DATE
5/1/2012

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

- b. Once an approved **radio device** has been acquired and provided to the **MCFRS Telecommunications Manager** to be programmed, the **MCFRS Telecommunications Manager** will program it in compliance with this policy, and return the **radio device** to the authorized **MCFRS member**, ready for use on the **radio system**.
- c. Any **MCFRS member** who is assigned a **radio device**, or who is authorized to operate an approved **radio device** on the **radio system**, must notify the **MCFRS Telecommunications Manager** if the **radio device** is to be permanently removed from, or taken out of service, and must give the **radio device** to the **MCFRS Telecommunications Manager** to disable it from operating on the **radio system**.
- d. All **MCFRS members** must comply with all County and MCFRS policies related to information resources regarding the use of a **radio device** and the **radio system**.

Section 6. Implementation and Enforcement. The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Section 7. Effective Date. This policy and procedure is effective on May 1, 2012.

Approved:

Richard R. Bowers, Fire Chief
Montgomery County Fire and Rescue Service

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF COUNTY ATTORNEY

BY

DATE 4/17/12

Radio procurement-mgmt procedure final 5-1-12 bf wp