



DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

**DIRECTIVE**

NUMBER: 95-05

DATE: March 23, 1995

TO: All Personnel

FROM: Chief Jon C. Grover, Director  
Department of Fire and rescue Services

SUBJECT: Radio Equipment Tampering

I have been advised that Fire and Rescue Services personnel have modified, installed, damaged and otherwise tampered with County radio equipment causing hundreds of dollars of damage and requiring many man hours of repairs by The Department of Information Systems and Telecommunications (DIST). The equipment involves both station and apparatus, and the problem is evenly spread throughout our system. DIST is concerned about this trend as it has no funds to replace or repair this equipment.

**Effective Immediately:**

Department employees will not tamper, in any way, with station or apparatus radio and telecommunications equipment. Any need for repairs or changes shall be requested in accordance with Fire and Rescue Commission Policy 22-3, "Communications Manual," (see attached applicable sections).

Station Commanders are responsible for the actions of DFRS personnel in the station relative to this Directive.

JCG/krt

## REQUESTS FOR MOBILE RADIO INSTALLATIONS, REMOVALS

### Installations:

All requests for the installation and removal of mobile radios and telephones should be directed to the Communications Maintenance Unit at 279-1819. Before calling please make sure that you have the following information at hand so that your request can readily processed:

- o County stock number of the vehicle.
- o Department name and Division/Section.
- o Name of Communication Equipment Coordinator responsible for delivery of the vehicle.
- o Telephone number of above contact person.
- o Type of vehicle the equipment is going into/out of (pickup, car, dump truck, etcetera).
- o Description of equipment needed and any special requirements regarding the work to be done.
- o If requesting a removal, whether the vehicle is deadlined or turned back in, or will be used elsewhere.

The Communications Maintenance Unit will contact the contractor, make an appointment for the work to be done, and call you back. When you are called, you will be provided with a time, date, and location for you to deliver the vehicle, so that the work you requested can be performed. Installation of a single piece of radio equipment can take from one to six hours depending on the type of vehicle and equipment involved. You may make the decision to drop off the vehicle and have the contractor call you when the work is completed, or to have someone wait. Shuttle service cannot be provided for anyone dropping off vehicles.

If a situation arises whereby you are not able to deliver the vehicle as scheduled, please notify the Communications Maintenance Unit at 279-1819.

### Removals:

As above, the Unit will need to know who, what, where, and why, so please have the information at hand so the request can be processed as soon as possible. Radios removed from deadlined vehicles will not be returned directly to the Department from the vehicle. All radios removed from vehicles are checked for proper operation and recycled back into the stock of radios on-hand. Therefore if a radio is removed from one vehicle, it may not necessarily be the same radio that is installed back into your replacement vehicle.

## STANDARD OPERATING PROCEDURES (CON'T)

### Acquiring New Equipment

County owned radio equipment shall be provided and maintained in accordance with the provisions of this handbook. Radio equipment is procured only for stated specific requirements with funds requested and approved for the Departments in the annual budget. In order that radio requirements be included in the annual budget request Departments shall advise the Department of Information Systems & Telecommunications in writing, of their requirements for new or additional radio equipment to be installed during the subsequent year. Names and phone numbers of the persons responsible for acquiring the new or additional equipment can be found in the back of this handbook. In addition, Telecommunications personnel can provide you with the basic information required to purchase the new equipment. Relocation of remote control facilities requires the installation of lines leased from the telephone company. This can require 4-6 weeks. The Communications Maintenance Unit (Radio Shop) must be notified in advance to allow time for this service. Transfer of mobile radio equipment from car to car requires advance scheduling with the Communications Maintenance Unit. Be sure to make arrangements with the Communications Maintenance Unit before turning any vehicle equipped with a mobile radio into the Equipment Management Division.

After installation of communications equipment, the using agency is responsible for normal precautions to safeguard and preserve the equipment. Foreign attachments such as extra speakers, amplifiers, or other devices connected without advance approval shall be strictly prohibited. Lost & stolen equipment is the responsibility of the user agency.

### Licensing and Ownership

Montgomery County is the licensee for all radio frequencies and radio equipment operated by all County Government agencies. As licensee, the County is responsible for ensuring that equipment and operating procedures comply with Rules and Regulations of the Federal Communications Commission, (FCC). Authority to operate any non-County owned transmitter on frequencies assigned to Montgomery County requires written approval by the Director, Department of Information Systems & Telecommunications or his designee. In addition, users of non-County owned transmitters approved for use on County frequencies are responsible for furnishing evidence to the County annually that FCC transmitter measurements and adjustments have been performed by a licensed technician approved by the Communications Maintenance Unit.

Failure to comply with FCC rules constitutes a violation of Federal Law and is cause for withdrawal of operating privileges. Channel assignments and usage can be found in this pamphlet. Use of these frequencies will be limited to communications essential to the conduct of official activities of the County Government.