

CITY OF DOTHAN, ALABAMA

STANDARD OPERATING GUIDELINE - NO. 14

COMMUNICATION SYSTEM

I. PURPOSE

To establish an effective, economical and responsive communication system for the City of Dothan.

II. DEFINITION AND REFERENCES

- A. Communications – Any equipment used in conjunction with the transfer of information by electrical or electronic impulses from one person to another person or persons or from one piece of equipment to another piece of equipment.
- B. Radio Equipment – Any piece of equipment used in conjunction with any radio system and includes, but is not limited to, base station transceivers, mobile transceiver, portable transceivers, remote controls, telemotes, electronic sirens, mobile telephones, tone alert receivers, and tone alert encoders.
- C. Telephone Equipment – Any equipment used in conjunction with any telephone system and includes, but is not limited to, telephone instruments, modems, cable, radio and data lines.

III. RESPONSIBILITY

- A. The IT Division and the Electronic Maintenance Division of the Police Department will be responsible for:
 - 1. Establishing and maintaining an effective, economical and responsive system for the City.
 - 2. Providing budget recommendation to the City Manager for the acquisition, replacement and maintenance of such a system.
 - 3. Maintaining a current inventory locator file on all communication equipment.
 - 4. Obtaining FCC licenses and license renewals, responding to FCC violations, complaints and insuring compliance with FCC rules.

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5. Preparing the annual telephone numbering listing for publication in the General Electronics Directory and such other listing required by the City Manager.
6. Developing and publishing a current radio call number system.

IV. PROCEDURE

- A. Prior to June 1st, each City department will submit its communications requirements for the ensuing fiscal year.
 1. The quantity and type (i.e., telephone extensions, mobile radios, walkie-talkies, pagers, etc.)
 2. A written justification for each communication need.
 3. A Radio Equipment Request form or a Telephone Equipment Request form.
- B. Funding
 1. Funding for all City radio requirements will be approved by the City Commission during the annual budget preparation process.
 2. Upon approval of the City Commission, appropriations will be made in the budgets of the various departments, with the exception of telephone equipment, which will be in the IT Division's budget.
 3. Procurement of equipment will follow City purchasing policies.
 4. All communications equipment shall be delivered to the IT Division or the Electronic Maintenance Shop. Upon arrival, the equipment will be checked to insure conformance with specifications and prepared for operation. Prior to being released to the user department, the item being replaced must be turned in to the IT Division or the Electronic Maintenance Shop.
- C. Changing communication equipment from one vehicle or location to another.
 1. Location change requests will be made to the respective division. The request will contain the following information by inventory control number.

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- a. Type of equipment being changed.
 - b. Vehicle, building or office location from which it is being reinstalled.
 - c. Vehicle, building or office location in which it is being reinstalled.
 - d. Approximate date requirements for removal and/or re-installations.
2. Requests for installation of new equipment will be made to the respective division which will contain the following information.
- a. Type of equipment to be installed.
 - b. Vehicle, building or office location in which the equipment is to be installed.
 - c. Approximate date requirement for installation of the equipment.

V. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

VI. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____

ATTEST BY:

APPROVED:

CITY CLERK

CITY MANAGER