

CENTRAL CONTROL SYSTEMS

I. PURPOSE

The following guideline establishes procedures for the coordinated planning, system design, acquisition, operation and maintenance of the radio network systems and equipment for the City of Little Rock.

II. RESPONSIBILITY:

The City-wide responsibility for the radio control planning, system design, acquisition, replacement of equipment and maintenance rests with the Little Rock Police Department.

III. POLICY:

Departments or Divisions needing assistance with radio system planning, assistance in acquisition of new or additional radio equipment, questions regarding operations of radio equipment or channels or with network radio maintenance requirements will coordinated such activities through the Communications Center Manager for the Little Rock Police Department.

IV. PROCEDURE:

A. Planning, System Design and Specifications: A memorandum will be prepared by the appropriate Department Director, or Division Manager, outlining specific radio/communication needs and forwarded to the Communications Center Manager of the Little Rock Police Department. Complex issues may require meetings with the Communications Center Manager and Communications Administrative Staff and the appropriate Department or Division Staff.

B. Operations: The Little Rock Police Department is the license holder for all City radio channels and is responsible for ensuring compliance with the Federal Communications Commissions (FCC) requirements and regulations. The Communications Center Staff is the net control station for all City radio. It is responsible for Public Safety Communications needs and the coordination point for multi-departmental and emergency management communications activities.

- C. Maintenance: All radio communications maintenance and cost will be administered by the Little Rock Police Department, through administration of a maintenance contract with authorized agents. All users must coordinate any routine maintenance on any City-owned radio equipment with the authorized repair vendor, Grace Communications, (501) 372-5235. Items not covered by the maintenance contract will be billed to the user Department.
- D. Records: Each Department and Division will maintain accountability records on equipment issued to them. A master record of all communications equipment owned by the City of Little Rock will be maintained by the Communications Systems Specialist. The maintenance facility will keep maintenance records on repairs of equipment.

Approved:



Bruce T. Moore
City Manager