

# SREC POLICY 602-1 POL

## SUBSCRIBER RADIOS

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This policy applies to all participating agencies.

### GENERAL INFORMATION

The purpose of this policy is to establish policy and procedures for the issuing, programming, maintaining, assignment, and return of mobile and portable subscriber radios.

All subscriber radios used by Spokane City and County public safety entities to communicate on the Spokane Regional Emergency Communication System are owned, issued, programmed, and maintained by SREC. This equipment will be paid for using the one-tenth of one percent sales tax funding as authorized by the voters of Spokane County pursuant to RCW 82.14.420.

### SUBSCRIBER RADIO INVENTORY

1. The SREC Technical Services Manager is responsible for the subscriber radio inventory which will be verified annually for accuracy and suitability. The System Administrator shall maintain a database containing the serial number, Radio Identification Number (RID), Alias, codeplug information, and assignment of each subscriber radio. This database shall be updated as changes are made and backed up weekly..
2. The System Administrator will assign radios for issuing when they are requested, ensuring that the issued radios have the correct feature set and capabilities needed by the requestor. SREC radio technicians will then program and test each radio and then notify the requestor that the radios are ready for pickup. In the event that the System Administrator is unavailable, assignments will be made by the Radio Shop Supervisor.
3. The System Administrator will work with and advise the Technical Services Manager as to the features and system suitability of subscriber radios, as well as the numbers needed to be purchased as new subscriber radios are purchased.

### PROGRAMMING AND CODEPLUGS

1. The SREC Radio System Administrator is responsible for testing and maintaining all radio codeplugs used in subscriber radios. Codeplugs will be reviewed annually at a minimum and updates will be made when changes are required. Requests for codeplug changes will be made to the System Administrator by the requesting agency's designated POC. Changes to the standard template will be submitted to the System Administrator by the appropriate users' group.

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2. Routine requests for radio provisioning, service, or issuing shall be made to [SREC-TECH@SREC911.org](mailto:SREC-TECH@SREC911.org).

### SUBSCRIBER RADIO REASSIGNMENTS

1. Because each subscriber has a unique alias, any moves or reassignments of subscriber radios must be coordinated immediately with the System Administrator. This is critical for responder safety to ensure that the user's identity is correctly displayed in the case of an emergency button activation, and to ensure that CAD accurately shows the responder or vehicle/apparatus involved in an incident.
2. SREC issues AES encrypted radios to users requiring a higher degree of security than a standard patrol officer or firefighter. Access to these radios is strictly controlled and is limited to specific groups. When an officer is no longer assigned to one of these groups, he/she shall return the radio to the radio shop and will be issued an appropriate radio. This is mandatory both to maintain operational security and to satisfy security requirements of our Federal partners. Failure to return the AES radio in a timely manner will result in the radio being inhibited by the System Administrator.
3. When a user leaves an agency, he/she shall return their assigned radio, batteries, charger, and radio speaker microphone to the SREC radio shop. Failure to return the radio in a complete manner will result in the agency being billed for the missing equipment. Each agency POC will notify the System Administrator when a user leaves the agency and whether the radio is to be reassigned or returned. In the event a radio is not returned or reassigned, the radio shall be inhibited by the System Administrator and the agency will be billed for the cost of the radio replacement.
4. When an agency vehicle equipped with a mobile radio is retired or removed from service, the radio, control head, microphone, and cables will be removed from the vehicle and returned to the SREC radio shop for reassignment.
5. In the event that a radio is lost or stolen, the procedures in SREC Policy 604-1 Lost or Stolen Radio shall be followed.