

# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 81.3

SUBJECT: COMMUNICATIONS FACILITIES

EFFECTIVE DATE: 10/01/09

REVISED DATE:

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### PURPOSE:

The purpose of this policy is to establish guidelines for the management of communication facilities and equipment.

### POLICY:

#### 81.3.1 SECURITY MEASURES

- A. Access to the METCAD Communications Center shall be limited to only to authorized personnel on official business. Others shall be admitted only upon approval of a METCAD supervisor. Allowable exceptions are:
  - 1. Service personnel or technicians who are engaged in the performance of their duties.
  - 2. Citizens, interns, or prospective employees who have been authorized to observe communications operations.
- B. Equipment not located in the actual Communications Center but used in its operation shall have limited access to protect the integrity of the equipment and to guard it against vandalism, theft, etc. Security measures including locks, alarms, and audio or video monitoring may be used to accomplish this purpose.
- C. In the event that METCAD is rendered inoperable or inaccessible for any reason, METCAD shall have a plan in place to transfer its functions to a backup facility.
- D. The antennas for communications devices are located in various locations throughout Champaign County with limited access. Security features shall be installed at these locations to ensure that access is limited only to authorized persons.

#### 81.3.2 ALTERNATE ELECTRICAL POWER SOURCE

- A. The METCAD Communications Center has adequately secured alternate sources of electrical power that are sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.
  - 1. A diesel generator, as well as an Uninterrupted Power Supply (UPS) System supplies back-up electrical power.

- 2. Documented inspections and testing of back-up power sources are completed weekly.
- 3. In conformance with manufacturer recommendations, back-up power sources will be tested or operated under full load at least once per year.

#### 81.3.3 EMERGENCY CALL SEPARATION

- A. METCAD is equipped with both emergency 9-1-1 and administrative telephone systems. Additionally, METCAD staffs and monitors a non-emergency administrative number 24-hours a day. In the event that a non-emergency call is received on the 9-1-1 system, METCAD will handle the call but tactfully instruct the caller to use the non-emergency administrative number in the future.

#### 81.3.4 MULTI-CHANNEL RADIO EQUIPMENT

- A. The Department has multi-channel mobile and portable radio equipment capable of two-way communications with other law enforcement and public service agencies.
  - 1. Communication with various other departments is possible via positioning the radio selector switch to available programmed talk groups/frequencies.
  - 2. Each police vehicle is equipped with a radio that is capable of transmitting on the Illinois State Police Emergency Radio Network (ISPERN) and the Illinois Radio Emergency Assist Channel (IREACH).

### ISSUING AUTHORITY



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