


FORT SMITH POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Alternate Power Sources and Security		
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SCHEDULED REVIEW DATE	Annually beginning April 1	ISSUE DATE	March 22, 2001
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APPROVED BY		CALEA STANDARDS	LE81.3.2; LE81.3.1; COM 6.2.10; COM 6.4.1; COM 6.4.2.

I. Purpose and Scope

- A. The purpose of this policy is to document the existence of alternate power sources to be utilized by the Fort Smith Police Department's Communications Unit and by the remote transmitter sites in the event of a loss of electrical power; and to establish guidelines for the periodic inspection and testing of the power generator systems for each, according to manufacturer's guidelines. This policy will also define certain security measures to be taken to protect the alternate power sources and remote communications equipment.

II. Policy

- A. Because disruptions in the primary source of commercial power for the Fort Smith Police Department can occur unexpectedly, continuous emergency communications capabilities will be maintained through the availability of alternate power sources, specifically through the use of stand-by emergency power generator(s) and an uninterruptible power supply unit. To ensure operational readiness at all times, it shall be the policy of the Fort Smith Police Department to ensure that these alternate power sources are inspected and tested weekly in accordance with the manufacturer's recommendations.

III. Procedure - Fort Smith Police Department Communications Unit

- A. The Fort Smith Police Department maintains two alternate power sources to be utilized in the event of a power failure in the Communications Unit.
1. Uninterrupted Power Source (UPS) – This is an automatic battery backup system that ensures uninterrupted service to the Communications Unit's computer systems and to the Police Department's computer network servers in the event of a commercial power failure. This battery backup will last approximately 20 minutes (contact Lead Building Engineer regarding duration) or until such time as the stand-by generator fully activates.
 2. Caterpillar Diesel 100 KW Generator – This generator system is primarily intended to provide power to the Communications Unit, but it also provides electricity for minimal building lighting in the event of a loss of commercial power. The generator is installed in the equipment courtyard on the west side of the police facility. The courtyard is protected by electronic surveillance cameras continuously monitored by

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Fort Smith Police Department personnel. Steel gates to the generator site will remain locked, as will all access doors to the unit itself.

- B. The Lead Building Engineer (or his designee) of the Fort Smith Police Department shall conduct weekly tests of the generator system located at the police department to ensure its proper function. The duration of the test shall be no less than one hour during which time all aspects of this system will be monitored and documented. All documentation will be kept on file in the Lead Building Engineer's office.
- C. The Fort Smith Police Department will maintain a current service contract with an authorized generator service company. This contract shall ensure a semi-annual servicing of the generator by factory-trained personnel. All documentation of this service shall be kept on file in the Lead Building Engineer's office.
- D. The Fort Smith Police Department's Lead Building Engineer shall be responsible for ensuring that the diesel fuel powering the stand-by generator is maintained at an adequate level.
- E. The uninterrupted power supply system is equipped with an automatic monitoring system that will visibly and audibly sound an alarm should the piece of equipment malfunction. Annual service contracts are maintained on the UPS system.
- F. Access to the radio transmission antennas affixed to the roof of the police facility and adjacent radio tower will be restricted to the Lead Building Engineer, to the City's electronics technicians, AWIN technicians, or to those persons authorized by the Chief of Police. The facility's roof access hatch will remain locked at all times.

IV. Procedure - Crowe Hill, Massard, and Mountainburg Towers and Communications Equipment Sites

- A. Access to the Crowe Hill, Massard, and Mountainburg radio repeater sites and antennas will be restricted to the City's electronics technicians and AWIN technicians. All gates to the property and doors to the buildings that house Fort Smith Police Department communications equipment will remain locked at all times. The sites are controlled by Motorola's MOSCAD Fault Management System which is monitored by the City of Fort Smith ITS Department as well as AWIN Operations in Little Rock.
- B. In the event of the loss of commercial power to the Police Department's radio towers and associated communications equipment located at Crowe Hill, Massard, and Mountainburg, an Onan diesel-powered automatic generator will automatically become operational. Operational readiness of the generator will be maintained by weekly testing. Failure of the backup power system to engage during testing or during the loss of commercial power causes an automatic alarm notification to be transmitted to the City of Fort Smith ITS Department as well as AWIN Operations in Little Rock. An annual service contract with an authorized Onan equipment distributor will be maintained. Service records documenting this service will be maintained by the City's ITS personnel.
- C. Each of the remote transmitter sites utilize uninterruptible power sources (UPS) and annual maintenance contracts are maintained with the vendor of the UPS equipment.

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