

POLICY GOVERNING ISSUANCE, USE, REPAIR AND MAINTENANCE OF WASHTENAW COUNTY 800 MHz RADIOS

Policy #1, dated January 13, 2014.

It should be understood that all radios issued by Washtenaw County to members of the Washtenaw County 800 MHz Radio Consortium for their use remain the property of Washtenaw County. As such, Washtenaw County retains control of their use and assignment. This includes all forms of radios: portables, mobiles, control stations, consolettes, XTVAs, and consoles, and the accessories issued with each of these radios. The following policy is therefore adopted to provide guidance to the users in reference to the expectations placed on them in the use of these radios.

1. Washtenaw County owned radios were initially issued to all public safety organizations in Washtenaw County based on formulas related to number and types of vehicles in service, personnel employed by the agency, and specialized units in place in those agencies.
2. An inventory of those county-issued radios shall be maintained by the Consortium manager.
3. If an issued radio is no longer needed for its originally intended use within an agency, it shall be returned with all its accessory parts to the manager of the Consortium.
4. If an agency needs a temporary loan of portable radios for coverage of a special event, a written request will be made to the Consortium Board specifying how many radios are needed, what the time period is that they are needed for, and the template that is desired to be applied to the radios during the loan period. Insofar as there are radios available, requests should be favorably considered by the Board. This provision shall not be used to avoid having radios in an agency's inventory that they would normally be charged an annual fee to have operational. An agreement will be made at the time of the loan stating the model and serial numbers of the equipment loaned, and the exact period of the loan.
5. Once a radio has been on loan to an agency for more than six months, that agency will be charged a per microphone charge for that radio as if it had been permanently assigned to that agency. The radio will still be considered a loaner, though, for the purposes of this policy.
6. Radios will normally only be installed in agency owned vehicles, be they mobiles or XTVAs with a portable radio. The exception is that one such radio per agency may

be installed in the privately owned vehicle of an agency head. Radios shall not be installed in any other privately owned vehicle.

7. Agencies do bear the following responsibilities:
 - a. Agencies will be subject to paying an annual fee to Washtenaw County for the use of radios on the Washtenaw County Radio System. Non-payment of the annual fee could result in the County removing any county-owned radios from the agency, and removing any privately-owned radios from the system.
 - b. Agencies will be responsible for the payment of the first echelon repair of any mobile radio, portable radio, control station, or console owned by Washtenaw County. Any depot level repair will be covered by a maintenance contract paid for by Washtenaw County. See 7 (a.) below.
 - c. If a radio or accessory part is lost, damaged or destroyed by an agency, or one of its employees, the agency suffering the loss will pay the current state pricing for a replacement radio or accessory part. The agency will be billed by the Washtenaw County Finance office, and it is up to the agency to make whatever claim with their insurance as might be appropriate.
 - d. Agencies will insure that their employees adhere to proper use of the radios when broadcasting on the airwaves. There are Federal Communications Commission rules, Michigan Public Safety Communications System (MPSCS) rules, and Consortium guidelines for the proper use of these radios. Violation of these rules and guidelines could result in sanctions against the agency, up to and including loss of use of the County's radios and infrastructure by the agency concerned.
 - e. Each agency utilizing the Washtenaw County Radio System will maintain an inventory of the radios in use by their agency, and will provide said inventory to the Consortium manager on an annual basis.
8. The Consortium assumes the following responsibilities:
 - a. The Consortium will provide a maintenance contract for the depot level repair of all mobiles, portables, control stations, and consoles owned by Washtenaw County. See 6 (b.) above.
 - b. The Consortium will provide a maintenance contract for the repairs done on all consoles owned by Washtenaw County.
 - c. The Consortium manager and staff will provide programming and templating services for the members of the Consortium. It must be understood that their time is limited, and that programming/templating will be done as time permits.

- d. The Consortium manager will maintain an inventory of the radios owned by Washtenaw County, and other radios that are on the Washtenaw County Radio System.
- e. The Consortium manager, in conjunction with the Washtenaw County Finance department, will send out annual bills for Consortium membership. These annual fees will be based on a per microphone charge established by action of the Consortium Board. This per microphone fee applies to all radios with an assigned state ID number, except for consoles. These fees are in addition to charges that may be applied by the MPSCS for inclusion in the state-wide system. These bills will normally be sent to user agencies in January of each year for that calendar year.
- f. The Consortium will apply the credits received by Washtenaw County from the MPSCS toward the payment of the annual per microphone fees charged by the MPSCS for all radios on the Washtenaw County Radio System. This will apply to all radios accepted by the Consortium for coverage by this credit. This credit is automatically applied to all radios owned by Washtenaw County that are on the MPSCS system. Any agency that desires that other radios owned by them be covered by these credits must make application to the Consortium Board in writing. The Consortium Board will consider the request in light of the policy adopted by the Project Oversight Committee for use of these credits. These credits are available until July of 2020.
- g. Any questions or issues that arise concerning the use of the radios owned by Washtenaw County, or owned by agencies that are used on the Washtenaw County Radio System that are not covered by the above policy, should be addressed in writing to the Consortium Board. These letters will be signed by the agency head, and contain a sufficient amount of detail to adequately identify the question being raised. These letters will be addressed in a timely manner by the Board.
9. This policy may be changed by action of the Consortium Board or the Project Oversight Committee as circumstances may dictate. Such changes will be noticed to all members of the Consortium at the last known e-mail address of the agency contact provided to the Consortium.