

**ODNR DIRECTIVE**

**TO:** AFFECTED DIVISIONS/OFFICES.  
**FROM:** SAM SPECK, DIRECTOR  
**SUBJECT:** VOICE RADIO & MOBILE DATA COMMUNICATIONS

<b>Effective</b>	November 17, 2006
<b>Purpose</b>	To establish standards of operation for ODNR "Field User" voice radio & mobile data communication.  This shall apply to all ODNR Divisions, Offices, and agreement holders that operate or use ODNR 700-800mghz radios on the Multi Agency Radio Communications System or similar systems operated by another agency.
<b>Authority</b>	Federal Communications Commission Rules and Regulations: 47CFR80 – Maritime Radio Services and 47CFR90 – Private Land Mobile Radio Services – Ohio LEADS Rules and Regulations – DAS-OIT- MARCS Office Rules, ODNR Office of the Director-MARCS/Legacy Radio Equipment Acquisition, Repair, Installation & Use directive. DAS Policy ITP-B-3.
<b>Reference</b>	FCC Rules and Regulations DAS Policy MPM15 Interoperability Talkgroups Ohio LEADS Rules DAS Policy ITP-B-3 ODNR Law/Admin-Maint. Field Subscriber Training Manuals
<b>Resource</b>	Office of the Director – Law Enforcement Administrator Staff Officer for training ODNR Comm. Center, LEADS TAC

ODNR Officers shall adhere to the following Directive when using ODNR voice radios and mobile data.

**1. Radio/MCT usage overview:**

- A. The ODNR-MARCS radio system is a "Trunked" radio system that enhances radio interoperability between agencies that have access to statewide Interoperable Talkgroups. Participant agencies share the same communications infrastructure when communicating on an agency specific Talkgroup, or with another agency on an Interoperable Talkgroup. ODNR voice radio and data users must remember that use of the MARCS infrastructure affects both ODNR users and other agencies alike.
- B. "Use of ODNR-MARCS by ODNR Field Users must be related to business operations of ODNR and/or within the scope of the Field Users duties.
- C. ODNR radio communications may be a public record. The use of obscene, profane, threatening, derogatory, racist, gratuitous, sexually explicit or suggestive language on any ODNR, MARCS Talkgroups, channels or through the use of mobile data is prohibited by this directive and Federal Communications Commission rules.

A Foreign System is best described as another agencies system parameters and talkgroups that are placed into an ODNR radio. Foreign system programming may be permitted on a case by case basis as approved by the ODNR Office of Law Enforcement and the agency whose talkgroups will be placed into the ODNR radio.

Field Users who have received written approval from ODNR Office of Law Enforcement may take ODNR radios to the cooperating agency and receive programming;

- A. only in the personality, scan list, and zone/channel assignment location(s) allocated by ODNR Office of Law Enforcement.
- B. only if it does not alter the approved feature set for that radio.
- C. only if the contents of ODNR radio programming are not shared, accessed or retained by the cooperating agency or any person not authorized by the ODNR Office of Law Enforcement.

## **9. Programming & Maintenance:**

- A. ODNR radio's, VRM's and any other device, program, template, feature set or hardware that relates to or is a part of the ODNR voice & mobile data system will be accessed, programmed, maintained, altered or repaired, only by persons approved by the ODNR Office of Law Enforcement. Exception section 8 para. 1.
- B. Only talkgroups, frequencies, feature sets, programs, applications and configurations approved by the ODNR Office of Law Enforcement will be permitted in any ODNR radio, mobile data system and its related devices, programs and hardware.

## **10. Interaction with CAD:**

Sign on and sign off and routine status updates are a vital link between the ODNR Communications Center and the Officer. The ODNR Communications Center is established to be the designated means through which ODNR officers are dispatched and information is relayed from the public and other agencies to ODNR officers and employees.

While beneficial in many aspects (including officer safety, crime solving, and emergency response), local agency dispatching will not be used to the exclusion of the ODNR Communications Center.

### **A. Sign in:**

#### **Law Enforcement:**

**Mobile Data:** Mobile Data equipped Officers will sign on using the mobile data computer when beginning a work period and will keep mobile status updated for the duration of the work period. At a minimum, Mobile data status will be updated hourly when the officer is in the vehicle or vessel.

During events of mobile data coverage outage, officers should sign on using the voice radio and advise the comm. center of coverage outage. Once Coverage becomes available, the officer will sign on using mobile data.

**Voice Only:** Voice only equipped officers will sign on using the voice radio when beginning a work period or when returning from a status that showed the officer unavailable. "See *Updating Status*"

Admin-Maint: Admin-Maint. users will notify their facility that they are using a radio and keep their facility updated on their status throughout the work period. Facilities will keep track of the radio and corresponding digital id that Admin-Maint employees are using in the event of an emergency initiation.

Admin-Maint. Users working at a time when their facility is closed may use the ODNR Comm. Center to sign in if they so desire. When calling the ODNR Comm. Center, declare that you are calling on an un-encrypted or "Clear" talkgroup.

#### **A. Sign out:**

##### Law Enforcement:

Mobile Data: Mobile Data equipped Officers will sign off using the mobile data computer when ending a work period. During events of mobile coverage outage, officers should request the Comm Center sign them off using the voice radio.

Do not sign off on voice & then sign off on Mobile data. Doing so will result in an error in the CAD database that will effect your future ability to sign on and off.

Voice Only: Voice only equipped officers will sign off using the voice radio when ending a work period.

Admin-Maint: Admin-Maint. Users will notify their facility that they are ending use of the radio.

Admin-Maint. Users, working at a time when their facility is closed, may radio the ODNR Comm. Center to sign off.

#### **A. Updating Status:**

##### Law Enforcement:

Mobile Data: Mobile Data equipped Officers will use mobile data to update their status hourly and/or when their work status, facility, or geographical jurisdiction changes.

During events of mobile coverage outage, officers should update their status using the voice radio.

Voice Only: Voice only equipped officers will update their status when their work status, facility, or geographical jurisdiction changes.

Admin-Maint: Admin-Maint. users will keep their facility updated on their status throughout the work period. Facilities should keep track of the radio and corresponding digital id that Admin-Maint employees are using in the event of an emergency initiation.

### **11. CAD Emergency:**

*Certain buttons on the Portable Radio, Mobile Radio, and MCT enable the user to send an emergency signal when help is needed.*

- A. Emergency Defined:** An emergency does not include items of a routine matter that law enforcement officials would encounter in their normal work cycle. It is the combination of circumstances calling for action to save or protect persons or property. An emergency is a combination of inherently dangerous situations that demand an immediate response, where the officer reasonably believes that there may be serious personal injury or significant