



Policy 21-02

November 10, 2021

Cancels:
ECC Policy #05-02

INTERIM CACHE RADIO USAGE POLICY

I. PURPOSE

This document sets forth the policy governing the Interim Cache Radios and provides the standards for intended usage, timeline of deployment, and procedures used to manage and distribute cache radios provided by the St. Louis County Emergency Communications Commission (ECC).

II. DEFINITION

Cache Radios: Rapid deployment portable subscriber radios that are maintained specifically to support major public safety incidents or special events, to be assigned to non-local personnel; i.e., Missouri National Guard, U.S. Secret Service, that do not have a permanent or recurring need for ECC radio system access.

User Agency: A police department, fire department/district, local government and other St. Louis County organizations who received ECC funded equipment and authorization to operate on the SLATER system.

III. PROCEDURE

- A. Cache radios will be pre-programmed with a special purpose codeplug to allow for interoperable communications with local/regional agencies.
- B. The ECC maintains a cache of 138 portable subscriber radios. The cache consists of 126 APX7000 dual band and 12 APX7000XE dual band portables.
- C. The Director of the ECC may authorize the loan of cache radios for a period not to exceed 60 days** for the following:
 - 1. Public safety incidents or preplanned events which require additional

resources from outside of the local area or that require a special mobilization of the area's first responders to meet specific staffing and coverage requirements.

2. Multi-agency collaborative effort involving representatives from different regions.

** A loan of cache radios may be extended by up to 30 days (maximum of 90 day) for bonafide reasons.

- D. Non-local or other personnel that require access to the ECC radio system beyond 90 days will be handled as an outside agency, must be specifically authorized by the ECC, and must execute an Outside Agency User Agreement.
- E. Requests for Cache Radios must be either directed to the ECC Customer Service email address: ECC_Customer_Service@stlouiscountymo.gov or to the Radio Systems Manager via email request. Once approved, it will be up to the User Agency to contact County Communications for issuance of an interoperable talkgroup(s) for use during the event. ECN Form #17-16, *Radio Sign-in/Sign-Out*, must be filled out with whom the responsible contact is as well as a phone number for that contact.

IV. USER AGENCY RESPONSIBILITIES

- A. User Agency is responsible for the condition and security of the cache portable radios they are taking custody of.
- B. User Agency is prohibited from making any modifications to the cache radio equipment.
- C. Any equipment lost or damages incurred to the cache radio equipment beyond normal usage or wear and tear must be remedied by the User Agency to include repair or replacement. The intent is for equipment to be returned in its original condition with the included accessories. This includes the portable radios, antennas, batteries, speaker microphones, radio holsters and six pocket charging station. Replacement of equipment will be in the form of equipment approved by the ECC and in accordance to established policy for use on the SLATER Radio System.
- D. In the event of a lost or stolen radio the User Agency must contact ECN staff so that a "locate" of the radio can be initiated, and/or inhibit of the affected radio. For weekend and after normal business hours reporting of a lost/stolen cache radio shall be made through St. Louis County Police Bureau of Communications

(636-529-8210) for notification of the “on-call” ECN staff member.

- E. Failure to comply with this policy will result in the User Agency’s forfeit of future use of cache radios that can only be reinstated by approval of the ECC Director or at the ECC Commission’s discretion.

V. MEMORANDUM of UNDERSTANDING

This policy is covered under the MOU signed previously by each public safety user and outside agency user on the SLATER system.

Adopted at the regular Emergency Communications Commission meeting on 11/10/21

By order of:



Director,
Emergency Communications Network



Chairman,
*St. Louis County Emergency
Communications Commission*