



Illinois Department of Corrections

Administrative Directive

Number: 02.15.150	Title: Control and Maintenance of Radio Equipment	Effective: 12/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.15.150 effective 1/1/1996

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-13 and 14, 5-ACI-1C-04, 5-ACI-3B-07 and 09
Referenced Policies:	Referenced Forms: DOC 0020 – Equipment Transfer Permit DOC 0234 – Radio Shipping/Requisition Invoice

I. POLICY

Radio equipment shall be purchased through and controlled by the Radio Department Supervisor. Radio equipment shall be maintained in good repair by the assigned facilities.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written responsibilities of staff governing the purchase, repair and maintenance of radio equipment.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Radio equipment – all radio and paging equipment.

F. General Provisions

1. The Radio Department Supervisor shall:
 - a. Assign radio equipment to facilities;
 - b. Maintain the Radio Training Manual and ensure that all facility Radio Coordinators have access to same; and
 - c. Function as the Radio Coordinator for the central office and parole services.
2. The Chief Administrative Officer of each correctional facility shall designate an individual to

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function as the Radio Coordinator for the facility. The name of the individual or any subsequent changes shall be submitted to the Radio Department Supervisor. The individual selected should normally be from the security staff and shall have:

- a. A working knowledge of radio equipment;
- b. The knowledge and ability to:
 - (1) Establish and maintain repair records; and
 - (2) Review service and repair requests for accuracy and completeness.

NOTE: The duties of the Radio Coordinator should not be full time duties of the individual selected; however, sufficient time should be allotted for the individual to complete the duties of the Radio Coordinator.

3. The Radio Coordinator shall coordinate the acquisition, operation, maintenance, repair and disposal of all radio equipment for the facility.

G. Requirements

The Radio Coordinator shall:

1. Complete and file the Radio Shipping/Requisition Invoice, DOC 0234, in accordance with the Radio Training Manual for all radio supplies being requested by the facility.
 2. Retain the appropriate copy of the Equipment Transfer Permit, DOC 0020, for any radio equipment that is to be permanently transferred to another facility.
 3. Receive all malfunctioning equipment with an explanation of the problems experienced.
 - a. The equipment shall be evaluated according to the check list provided in the Radio Training Manual.
 - b. A Communications Repair Tag shall be completed in accordance with the instructions in the Radio Training Manual and shall be attached to each piece of equipment to be repaired.
 4. Prepare a DOC 0234 in accordance with procedures in the Radio Training Manual for shipping.
 - a. The equipment to be repaired shall be packaged as necessary and shipped to the appropriate radio repair shop. The DOC 0234 shall be included in the package.
 - b. A copy of the DOC 0234 and a record of all equipment out for repair shall be maintained.
 5. Upon return of the repaired equipment:
 - a. Remove the Communication Repair Tag;
 - b. Adjust the record of equipment out for repair and file the pink copy of the Equipment Service Record; and
 - c. Place the equipment back in service.
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