

POLICY NUMBER

APM-2-82

City of Miami

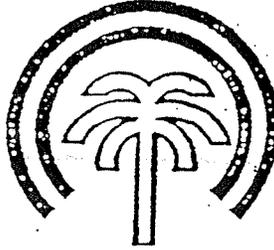
REVISIONS

REVISED
SECTION

DATE OF
REVISION

FE. 9-28-82.

ISSUED BY:



ADMINISTRATIVE POLICY

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SUBJECT: POLICY FOR CITY-WIDE COMMUNICATIONS SERVICES

PURPOSE: To establish authority, responsibility, and control for centralized communications services to support communications requirements within the City of Miami.

THE POLICY WILL BE AS FOLLOWS:

Effective June 22, 1982, all City Communications Services were centralized to function under the responsibility of the Department of Building and Vehicle Maintenance. This function shall be named "Communications Services Division" and will report directly to the Director. Responsibilities shall include the following:

1. Planning and development of all Communications Systems, system upgrades and procurement of communications equipment and/or services.
2. Implementation of Communications Systems and supporting equipment.
3. Maintenance of all communications equipment.

In summary, the Department of Building and Vehicle Maintenance (DBVM), shall be the central point of control for all City Communications Services, with the exception of Data Communications planning and development.

PLANNING AND DEVELOPMENT

1. Telephone Service:

All planning and development of any type of telephone service will be under control of DBVM. This responsibility includes telephone billing, changes, new telephone systems, upgrade of telephone systems and management of all City telephone systems. All service requests (B-6 form) from users, shall be submitted to the Director of Building and Vehicle Maintenance for approval.

Upon justification and funding verifications, the Director shall authorize issuance of service order, implementation and coordination of the service request. Assistance to users in preparing service requests and support in obtaining budgetary quotes, is available.



Updating, maintaining and release of telephone directories shall be the responsibility of DBVM.

2. Radio Frequency (RF) Communications:

Planning and development of all RF Communications type systems is the responsibility of DBVM. The following procedures shall apply:

- a. The potential user with a requirement for a new system or upgrade of an existing system shall submit a request in writing to the Department of Building and Vehicle Maintenance Director. This request shall describe the requirements, justification, availability of funding source.
- b. The request shall be analyzed to determine cost impact after which a plan will be prepared for presentation to the user.
- c. A review shall be conducted with the user. Upon agreement and approval, DBVM shall prepare a project request for approval of the User's Committee.
- d. Upon approval of the User's Committee, DBVM shall proceed with the design, procurement specification and selection of vendors. Reviews shall be conducted with the user, to insure compliance with user request. A status report shall be submitted to the user as the project progresses.
- e. Implementation of the project shall be coordinated by DBVM.
- f. Final acceptance and training, if applicable, will be the responsibility of DBVM.

3. Special Systems:

DBVM has the responsibility for planning, development, implementation and maintenance of all special electronic communications equipment and systems. These systems include sound systems, door openers, security systems, inter-com type systems and other similar electronic equipment.



4. Equipment Utilization:

DBVM has the responsibility of determining and authorizing the use of all radio communications equipment and telephone type equipment. This includes issuance of radio call numbers and pagers.

5. Federal Communications Commission Licensing:

DBVM has the responsibility for application, issuance and management of all FCC licenses for Communications Systems. It is the responsibility of this Department to provide assurance to the FCC that all RF Communications equipment and systems adhere to FCC rules and regulations.

6. Maintenance:

DBVM has the responsibility for maintenance of all communications type equipment and systems. Communications maintenance consists of the following:

- a. All data communications support equipment and local networks located down-link from the DEC Police CAD/CARE Computer Systems. This includes data lines, T-Bar switch, RDC-90 terminals, printers, FCIC interface, DCJIS interface and modems. The interface point is defined at the input/output port of the DEC Computer.
- b. All data communications support equipment and local and remote networks located down-link from the Burroughs System. This includes TDI lines, telephone lines, fail-over switch, RDC-90 modems, terminals, printers and OCR.
- c. All radio communications type systems and equipment.

7. Procurement and Implementation:

DBVM has the responsibility for authorization, procurement and implementation of all communications related systems and equipment.



8. Planning Support:

Planning support to users will be provided by DBVM. All budgetary and planning support requests, shall be submitted to the Director of Building and Vehicle Maintenance Department.

9. Administration:

The Director of the Department of Building and Vehicle Maintenance has the administrative responsibilities for managing all City of Miami Communications Services. This includes the development and upgrading of operating procedures, budget control and the directing of all activities relating to Communications Services.