

A. **PURPOSE.** To allow other agencies or services, who have similar or associated responsibility for the public safety of citizens, to access Grand Rapids Police radio frequencies

**B. GENERAL REQUIREMENTS**

1. Agencies who conform to the aforementioned criteria must submit a request for access in writing to the Chief of Police. The request must include the following:
  - a. Description and responsibilities of requesting agency, and
  - b. Number of employees included in the request.
2. Any equipment required will be the responsibility of the requesting agency.
  - a. Two-way radios must have FCC Type Acceptance and must be approved by the Communications Bureau Manager.
  - b. Grand Rapids Police radio frequencies, tone squelch tones, and digital squelch codes to be utilized shall also be approved by the Communications Bureau Manager.
3. Any department/agency using Grand Rapids frequencies shall include a 24-hour contact for use in the event that a department's/agency's radio begins transmitting unintentional interference and must be located to be disabled.
4. Mobile and handheld radio automatic digital unit identification shall be enabled to transmit at the beginning of each transmission.

**C. SPECIFIC RESPONSIBILITIES**

1. The senior staff of the Grand Rapids Police Department shall be responsible for accepting or rejecting the request.
2. The Communications Manager shall:
  - a. Be responsible for the assignment of the frequency to be accessed.
  - b. Assign radio identifiers to those being granted access.

- c. Be responsible for approving radio equipment and frequency tones to be used by requesting agency.

**D. ACCEPTABLE USE**

1. A Grand Rapids Police Department radio frequency shall only be accessed when there is an emergency or when there is a significant need for police response.
2. Contacting police for the purpose of discussing a situation or a planned visit or search does not approach the threshold as defined. Those communications shall be handled by other means.
3. There shall be no frivolous use of a police radio frequency.