

ADMINISTRATIVE ORDER NO 93- 4

OF THE

JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by law the following Administrative Order is hereby issued:

PURPOSE

TO ESTABLISH THE JEFFERSON COUNTY COMMISSION POLICY AND PROCEDURE FOR THE ASSIGNMENT AND USE OF THE 800 MHZ RADIO TELEPHONE INTERCONNECT EQUIPMENT.

(1) POLICY

There is a substantial cost to replace existing radios without telephone interconnect capability with radios that have telephone interconnect capability. Further, there are a limited number of telephone lines available for assignment to Radio Telephone Interconnect units. Accordingly, it is the policy of the Jefferson County Commission that assignment of Radio Telephone Interconnect equipment be made only where the need therefore is clearly demonstrated to be in the best interest of the County and/or the other public entity users of the County 800 MHz radio system.

(2) PROCEDURE

(A) This Administrative Order applies to all users of the Jefferson County 800 MHz Radio System including municipal and public agency users.

(B) This Administrative Order shall be administered by the Office of Construction and Communication Management. All assignments of Radio Telephone Interconnect service shall be approved by the Jefferson County Commission.

(C) Applications for Telephone Interconnect service shall be made to the Office of Construction and Communication Management on forms provided by the Office. Review of the applications will include consideration of the following criteria:

- (1) Applicant currently has an 800 MHz radio equipped with a dial pad.
- (2) Applicant's use of the Telephone Interconnect service will not be required while traveling outside of Jefferson County.
- (3) Applicant's calls on Telephone Interconnect service will not exceed five minutes.
- (4) Applicant will not be making toll calls (long distance, directory assistance).
- (5) Applicant will not have both a Radio Telephone Interconnect service and a cellular phone service.

The Office shall develop any further information as needed from the applicant. Following its review, the Office shall

attach its recommendation by endorsement and forward applications to the County Commission for action.

(D) The County Commission shall adopt a fee schedule as the basis for charges to users of the 800 MHZ Radio Telephone Interconnect equipment. The Office shall periodically determine the use charges and submit them to the Finance Director for assessment to appropriate budgets and for billing to other municipal and public agency users.

(E) All assignments of Radio Telephone Interconnect service are temporary and not permanent. The Office shall continuously analyze the use of the interconnect service by the users in light of this AO and policy and the system capacity and the needs reflected by new applicants. The Office shall make recommendations to the County Commission for termination of such service and/or reassignments as needed.

(3) EFFECTIVE DATE: This Administrative Order shall take effect upon approval by the Jefferson County Commission.

Ordered at the Jefferson County Courthouse this 15th day of June, 1993.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 6-15-93
MINUTE BOOK: 102
PAGE(S): 445

Mary M. Buckelew
President
Jefferson County Commission