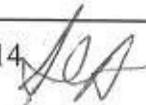


Commission on Animal Care & Control Standard Operating Procedures - Operations Division	Policy Number: GO – 56b
Subject: Two-Way Communication Devices	Date Issued: 04/23/2014 Manager's Approval 

The purpose of this order is to set forth guidelines for Chicago Animal Care and Controls (CACC) use of the Two-way radio communication. This order is to help ensure proper usage and knowledge about the communication devices.

- The following staff are required to wear the two-way communication devices while on duty for their entire shift: Animal Care Aide I (ACAI), Animal Care Aide II (ACAII), Animal Care Aide Supervisor (ACA Sup), Animal Care Clerk (ACC) and Dispatcher.
- The following staff are required to wear the two-way communication devices while working in pavilion F, pavilion G and performing/assisting with euthanasia procedures: Animal Care Aide I (ACAI), Animal Care Aide II (ACAII), Animal Care Aide Supervisor (ACA Sup), Animal Care Clerk (ACC), Veterinary Assistant (VA) and Veterinarian (Vet).
- The following divisions will be issued a two-way communication device for use of emergency communication: Animal Control (Dispatch Clerk), Animal Placement Coordinator and Management.

The two-way communication devices for the shelter personnel are numbered and should be signed out and in daily on the roster sheets. Communication devices for the other designated areas will be located in the areas they are assigned to.

Use of the two-way communication should be utilized for emergency purposes and communication that should not be broadcasted over the load speakers. Communication between employees is allowed pending the conversation is work related. Communication will be heard on all radios and should be work appropriate.

In the event of a broken clip or damaged radio, this must be immediately reported to your direct supervisor for repair and an incident report must be completed. The supervisors should bring all damaged equipment to the attention of the Shelter Manager or designated employee immediately. All repairs will be handled on a case by case basis. In the event that a device is stolen, a Chicago Police report must be completed.

At the end of each shift the radios should be returned to their designated charging stations and plugged in to be ready for the next assigned person to use them.

Basic usage

Turning your radio On and Off

With the radio facing forward, turn the top left knob clockwise to turn the radio on and counterclockwise to turn the radio off.

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1. In the ON position, the radio chirps and briefly shows all feature icons available on the radio.
2. The display screen then shows the current channel, code and all features that are enabled.

Setting the Volume

Press and hold the MON button for three seconds, then rotate the top left knob until you reach a comfortable listening level.

1. Rotate the top left knob clockwise to increase the volume.
2. Rotate the top left knob counter clockwise to decrease the volume.

DO NOT hold the radio close to your ear. If the volume is set to an uncomfortable level, it could hurt your ear.

Talking/listening

To communicate, all radios in your group must be set to the same channel and interference eliminator code.

1. To talk, press and hold PTT
2. When you are finished talking, release PTT

For maximum clarity, hold the radio two to three inches away from your mouth and speak directly into the microphone, do not cover the microphone while talking.

DO NOT use the radios closer than five feet apart.

Power Boost

To boost your radio's power up to a higher power, press the top portion of the PTT button when talking. If you know your party is close by, you can conserve your battery's energy by pushing the lower part of the PTT button to use less power.

Monitor Button

Pressing and holding the MON button for three seconds allows you to listen to the volume level of the radio when you are not receiving. This allows you to adjust the volume, if necessary. You can also press the MON to check for activity on the current channel before you talk.

Commission on Animal Care & Control Standard Operating Procedures - Operations Division	Policy Number: GO – 56b
Subject: Two-Way Communication Devices	Date Issued: 04/23/2014 Manager's Approval 

Built-in Flashlight

Press and hold the flashlight button to turn and keep the light on. The switch functions as a momentary control for the light.

NOTE: Turn OFF the flashlight when not in use to conserve battery power.

Emergency Alert Mode

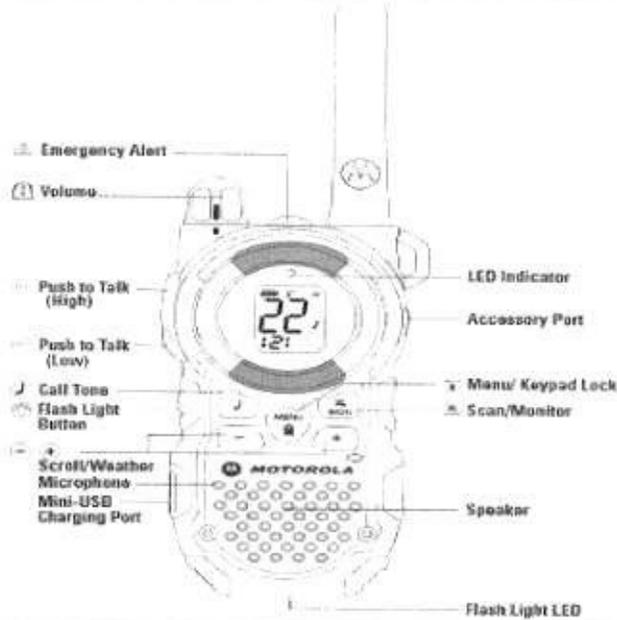
The Emergency Alert feature can be used to signal members in your group of your need for urgent help. MT series radios will operate in an automatic “hands-free” emergency control mode for a total of 30 seconds after activating the Emergency Alert. MT series radios in your group will automatically advance the speaker volume to the maximum setting and sound a warbling alert tone for 8 seconds. The alert tone is emitted from your own radio speaker and the receiving radios in your group. After the 8 second alert, any words or incidental sounds at your end will be transmitted to the group for 22 seconds. For the 30 second duration of Emergency Alert mode, MT series radio controls and buttons will be locked to maximize reception of the emergency message.

1. Press and hold the Emergency Alert button for 3 seconds.
2. Release the button after the LED indicator glows red and the alert tone begins to sound. There is no need to continue to hold the Emergency Alert button or use PTT for your message to be transmitted.
3. After the alert tone ends you may speak into the microphone. Your voice or incidental sounds will be transmitted. The LED indicator will continue to glow for the duration of the 22 second period.
4. After 30 seconds your radio speaker will emit a Talk Confirmation Tone and the LED indicator will extinguish. Operation then returns to normal two-way mode.

WARNING: The Emergency Alert feature should only be used in the event of an actual emergency.

For more information about usage or warnings please contact the ACA Supervisor, Shelter Manager or designated shelter personnel for a copy of the User Guide or www.motorolasolutions.com/talkabout. If you are provided with a two-way radio that is not a Motorola MT series then you are required to review the instruction manual provided with that device for operating instructions.

Control Buttons



Display Screen Guide

Numbers for Channel, Call Tone

Numbers for Codes

- Battery Meter
- Channel Power Indicator (see menu Options)
- Keypad Lock
- Talk Confirmation Tone (Roger Beep)
- Noise Filtering
- On/Off for each feature
- Vibrate
- Scan
- Dual Scan
- Call Tone, Keypad Tone
- Weather Alert
- Hands-Free Use Without Accessories
- Hands-Free Use With Accessories