

Adopted: 5/8/19 G.B.

Marin Emergency Radio Authority

Policy for MERA Subscriber Surplus Radios

Purpose:

- A. To establish operational and administrative requirements for the proper disposal of agency owned surplus subscriber radios, including Mobiles, portables, and base stations such that system reliability and security is maintained. These procedures apply to all radios subscribed to the MERA system including member agencies and non-member agencies.

- B. To establish a temporary Cache inventory of T-band system radios to be used to help sustain low cost repairs and operations for Marin Emergency Radio Authority (MERA) users until we transition fully to the 700MHZ system. Donating to the Cache is not required and shall be at the discretion of each agency.

Policy:

MERA operates a T-band radio system that facilitates essential communications between and among its member agencies and non-member public and private users that serve and support all facets of public safety. MERA is transitioning the T-band system to a 700 Mhz P25 Phase Two Next Generation Radio Communication System and will be replacing all subscriber units during that transition.

When MERA subscriber radios become obsolete, are no longer needed in operations, are to become surplus, transferred or disposed of, the agency shall submit the radios with the MERA Subscriber Agency Return Form (attached) to the Marin County Radio Shop to have any codeplug and encryption key cleared from the radio. After the radio is cleared of any stored codeplug and or encryption key, the radio is to be returned to the agency. Optionally, MERA agencies may decide to donate radios to other member agencies or to a temporary Cache with the intent of supporting other member agencies until transition to the 700 Mhz Next Gen System is complete.

Procedures:

- A. Fill out the MERA Subscriber Radio Return Form for the radios and include it with the shipment or delivery of subscriber units being removed from service.

- B. Contact the Marin County Radio Shop and schedule a time to return the radios to be cleared of any codeplug and encryption key programming.

- C. After the radios are cleared, they will be returned to the agency. If the agency would like to transfer subscriber units to another MERA subscriber agency, the Marin County Radio Shop should be notified of the preference and can assist with reprogramming and redistribution. If the agency would like to donate surplus subscriber units to the temporary Cache, the Marin County Radio Shop will retain the identified subscriber units and the MERA member agency will be notified in writing.

