

November 13, 1991

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MEMORANDUM NO. 140
Series of 1991

T O: The Chief Security Officer/Security Guards

R E: Maintenance and Operation of ViSCA Radio Transceivers

The reliability of our radio communication system lies heavily with the proper handling and maintenance of the sets. As we understand, no system would be considered effective unless information is received and attended on time.

Operators/users of our radio communication must appreciate the difficulties of repair and maintenance. Therefore, to prolong the service life of our radio equipment, the following preventive measures, must be observed:

1. Radio transceiver must be absolutely protected from getting exposed to the elements, particularly from rain.
2. Radio must be on at all times at "Stand by", with the volume low but audible to operator/user.
3. Operator/user must not make any adjustments on the unit other than volume and squelch, and should be done only when necessary.
4. Any defect of the unit must be reported immediately to immediate supervisor or the Chief Security Officer.
5. Periodic inspection must be conducted by the assigned users to ensure that the units are in good condition.
6. No alteration of any part of the radio equipment shall be done without permission from the Chief Security Officer.
7. Handheld radio shall not be placed in the pocket to avoid breaking the helical cord antenna needle.
8. Unnecessary pressing the "Press to Talk" (PTT) button without transmitting messages and disconnecting the helical cord antenna from the set are absolutely prohibited.

Battery packs when carefully and properly maintained will be useful for longer period. However, when they are abused their service life will be shortened. The following preventive measures are suggested:

1. Battery charging must be properly logged indicating thereat time charged and the time it was pulled out to avoid overcharging.
2. Do not charge the battery packs with an incorrect charger.
 - a. When using a wall charger, charging time should be from 12-15 hours. Avoid short period charging. In all cases, charge only when fully discharged.

- b. When using quick charger, charging is done automatically. Avoid withdrawal of charging before the green light appears on the charger. If unavoidable, wait until the battery is discharged before charging again. 327
3. When radio warning beeper sounds, the pack should be recharged immediately. Do not let it remain discharged for more than a few days.
 4. When charging with the transceiver attached, prevent any metal objects from touching the terminal on top of the battery pack.
 5. Do not allow the battery to get wet.
 6. Do not attempt to open the battery casing.
 7. Protect the quick charger against dust and rain.

For wet cell batteries (used by Base/Mobile):

1. Before recharging your battery, check the level of your water solution.
2. Check your cable to ensure placement of correct polarity.
3. Do not place any metal above your battery to avoid shorting.

OPERATION OF VISCA RADIO SETS

For Base Radio and Fixed Station:

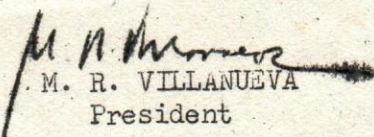
1. Operators/users must sign in the logbook by putting his/her in and out.
2. Check in the working condition of your radio set and reflect the condition on your logbook.
3. Check all transmitted and received messages to and from other agencies in order to know or be aware if these messages were already dispatched to other offices.
4. Maintain records and logged individually all in and out messages. Please see attached format.
5. Radio must be on, at "Stand by" and volume should be low but audible to operator/users.
6. Only authorized phrase and terms should be used.
7. Volume of receiver shall be adjusted according to distance.
8. All activities, messages in/out shall be entered in the logbook together with status of equipment.
9. Operator/user must know all our contact stations.
10. Courtesy must be maintained in order to have a pleasant atmosphere in the set. Relation with other operators must remain cordial at all times.
11. Operator/user must not make adjustments other than volume and squelch, and these should be done only when necessary.
12. Formal messages for transmission should be recorded and transmitted exactly as received.

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13. Long messages should be broken into phrases.
 14. At the end of a transmission, when reply is expected the phrase "Go Ahead" or "Over" be used.
 15. "Stand by" be given if calling station is asking for information which is not directly at hand, so that the air is clear from other traffic.
 16. The station calling should give its name first, then the name of the station being called.
 17. Specific units of time should be used. Twenty-four hundred hour time is preferred.
 18. Messages files are kept and maintained for six (6) months after which they are disposed.
 19. Memorandum No. 127 dated Oct. 2, 1991 from the Office of the President must be observed properly. Any changes/modification of said memo must be submitted to the originating office, duly agreed/approved by all radio units concerned.

Mobile and Handheld radio must observed the so called "Radio Silence".

1. Handheld radio assigned to "PAPA" must be turned "OFF" when the operator concerned is in the Administration Building, except when utilized as alternate radio for "ADMIN" or when "ADMIN" radio is turned "OFF".
2. "ADMIN" radio will be turned "OFF" only upon arrangement with other handheld radio units within the area of the Administration Building.
3. Post No. 1 radio will do the same, upon arrangement with other handheld radio.
4. All radio units must advise either Post No. 1 or "ADMIN" when they are about to turn off their radio set, so that when called, anybody could advise or inform the caller that the called party is off the air.

For compliance.


M. R. VILLANUEVA
President