



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.10
TO: All Department/Division Heads & Assistants
FROM: Timothy C. Hansley, City Manager
SUBJECT: Communications Equipment and Call Numbers
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 1.29 dated 1/4/89 Regarding Same Subject.

As a result of the purchase of communications equipment (City Ordinance 99-88), the City of Dublin will implement a full-service, centralized dispatch service on or about June 1, 1989. This new Communications configuration will allow all City Departments/Divisions to maintain contact with each other through a centralized base. Peripheral base stations for each Department/Division, portable units for designated employees, and mobile units for the City's fleet will enhance communications efforts among City Departments/Divisions.

This Administrative Order designates the base station number and block of unit numbers to be used by each Department/Division. It is the intent of this numbering system that individual employees shall be assigned unit numbers within the designed block, and this unit number shall be used when making any radio transmission. This numbering system shall be effective January 15, 1989.

DEPARTMENT	BASE #	CALL NUMBERS
Reserved		1- 99
Police	Base 1	100-199
Maintenance	Base 2-1 Base 2-2	200-299
Engineering	Base 3-1 Base 3-2	300-399
Parks & Recreation	Base 4-1 Base 4-2	400-499
Administration/Finance	Base 5-1	500-599
Planning	Base 6-1	600-699

It will be the responsibility of the Department/Division Heads to report the designation of individual call numbers and mobile call numbers to the Chief of Police, who will publish and maintain a consolidated list of up-to-date numbers.