

METROPOLITAN AREA REGIONAL RADIO SYSTEM STANDARD OPERATING PROCEDURES

No.	M-12-02	Check-in/Check-out		
Effective: 06/20/2012	Revised:	Related Documents:	Page 1 of 1	
Authority: MARRS Management Council				

Purpose

To provide a method of accountability for all units switching from their agency talk groups to regional talk groups or talk groups of an outside agency.

I. Unit Responsibility

- A. Each unit that is leaving their agency talk groups to transition to a regional talk group or the talk group of another agency must alert the appropriate dispatch personnel by “checking out” from that talk group. This information must include the regional or outside agency talk group to which they will be switching.
- B. Each unit that transitions to a regional talk group or the talk groups of another MARRS agency must alert the dispatch center/dispatch personnel responsible for activity on that talk group that they are now “checking in” to become an active unit on that talk group.
- C. All units must observe these check in/check out procedures when transition to or from their home agency talk groups.

II. Dispatch Center/Staff Responsibility

- A. When a unit for which a dispatch center is responsible advises they are “checking out” to transition to regional or outside agency talk group, that responsible dispatch center will track or record that information as designed by their agency.
- B. When a unit advises dispatch personnel that they are “checking in” to become an active unit on any regional or agency talk group, appropriate measures must be taken to track the location and ongoing activity of that unit by the dispatch staff of the controlling agency. This shall be done using methods established by the controlling agency.