

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department of Police Services Personnel
Subject: NI-SATELLITE Radio Communication System
Directive Number: 2009-01
Date: December 18, 2019
Amends/Supersedes: February 16, 2011 version; January 8, 2014 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

This directive documents the purpose and usage of the fixed and portable NI-SATELLITE (formally referred to as LIGHT-SQUARED and SKYMARS) Satellite Radio Communication Systems.

II. Procedures:

- A. Location: The fixed version is located on the rear table top area of the Police Communications Center, next to the NOAA radio system, and the portable version is underneath the rear table top which contains the JDIC printer.
- B. About: Also known as the “MSV Satellite Radio System” or “CSU SATMAC,” this satellite radio communication system provides each participating CSU campus a survivable telephone link to the “outside world” should this be needed after a major disaster. The principal concept is that in time of a major emergency, each campus could check in on a two-way radio “party line” with other campuses and the Chancellor’s Office using the MSV satellite radio system. In essence, this system could be used to:
- Transmit and receive status reports.
 - Solicit assistance and/or resources.
 - Offer assistance and/or resources to other campuses.
 - Deliver and receive system-wide instructions from the Chancellor’s Office.
 - Receive notification from the California Office of Emergency Services involving regional and/or state disasters or emergencies.

C. How does the NI-SATELLITE System Work?

See the CSU Office of the Chancellor document titled, "Using MSV Satellite Radio Equipment" for details (located in the portable satellite radio orange pelican case within the Communications Center).

D. Directive

Communications personnel shall be responsible for monitoring the NI-SATELLITE satellite radio system and notifying the patrol shift supervisor of any alerts signaled from the device. The shift supervisor shall be responsible for documenting and notifying the command staff of any and all emergency or noteworthy situations that are transmitted across this system. Refer to procedural directive 2002-003 – University Police Command Staff Notification Requirements for specific details in making such notifications.

Each month, the CSU Sacramento Department of Public Safety conducts a system-wide test of the NI-SATELLITE system. The department's Special Services Captain, and IT Coordinator are notified of the monthly test dates and times. The IT Coordinator will coordinate the tests with CSU Sacramento using the on-duty police supervisor and dispatcher to assist. Both the fixed and portable units will be deployed and tested each month by the on-duty police supervisor and dispatcher as scheduled and directed by the IT coordinator or his/her designee. Testing results are maintained by CSU Sacramento, who will provide a copy to each designated campus contact upon conclusion of the test.

Should the transmission involve an actual emergency situation requiring response by DPS and/or University first responders, then a RIMS report number shall be generated, command staff notifications made, and an action report completed. Shift supervisors shall log all supervisory notifications made by dispatch personnel within their RIMS report and daily shift synopsis.

NOTE: Special instructions for portable NI-SATELLITE unit listed below.

The portable unit is a two component system. The first component, housed in an orange Pelican case is the transceiver unit and the second component, housed in a yellow Pelican case is the accessories kit (e.g. antenna, cables, and 12 volt power supply).

WHEN ATTACHING OR DETACHING THE SATELLITE ANTENNA FROM THE TRANSCEIVER UNIT, THE POWER SWITCH ON THE TRANSCEIVER MUST BE IN THE "OFF" POSITION. IF NOT, IRREPAIRABLE DAMAGE WILL OCCUR TO THE ANTENNA.

DO NOT STAND IN FRONT OF THE ANTENNA! This device emits radio frequency energy when in the transmit mode. To avoid the possibility of physical injury, do not place your head or other body parts in front of the satellite antenna when the system is operational. Maintain a distance of one meter (39 inches) away from the front of the antenna. The unit will be transmitting in the southeast direction in front of the antenna.

When storing the portable unit in dispatch, be sure the transceiver unit is plugged into the 12 volt power supply/charger located under the table top where the portable device was initially obtained.