

RADIOS

Section: Human Resources

Policy: University Housing uses a Motorola hand-held radio system to facilitate communication.

Purpose: The purpose of this policy is to provide guidance regarding department-issued radios for employees.

Scope: This policy applies to radios supplied by the department (it does not apply to the low-power radios used by building services staff for intra-building communications).

Background: University Housing staff (hereafter called "users") use two-way radios and associated equipment (hereafter called "radios") for communication. Individual users are issued radios based on departmental need, not employment positions.

Procedure:

- I. The Work Control office issues and maintains radios, maintains a list of radio call signs, and conducts an annual audit.
- II. Users may request a radio through their immediate supervisor and shall receive approval through the supervisor's associate director or director. Directors, associate directors or their designees shall submit a work request to issue the radio.
- III. Users sign a custody document for the radio at the time of issuance. The Facilities office maintains this documentation.
- IV. Users shall maintain security of issued radios.
- V. Users shall charge radios daily as failure to maintain battery charge can limit life.
- VI. Users shall enter a work request to facilitate repairs or replacement of radios.
- VII. Users or their supervisor shall return issued radios to the Work Control Office upon the termination of a user's employment.
- VIII. Radios may be requested for temporary use during special events (e.g., move-in). Issuance of temporary radios follow the above procedures.
- IX. Radios used for community desk operations are issued to the managing assistant directors.
- X. Users shall review the appendix regarding other specifics for radio use.

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Revised and approved by management team: March 5, 2019

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Appendix: Radios

PHOENITIC ALPHABET

A = ALFA	N = NOVEMBER
B = BRAVO	O = OSCAR
C = CHARLIE	P = PAPA
D = DELTA	Q = QUEBEC
E = ECHO	R = ROMEO
F = FOXTROT	S = SIERRA
G = GOLF	T = TANGO
H = HOTEL	U = UNIFORM
I = INDIA	V = VICTOR
J = JULIET	W = WHISKEY
K = KILO	X = XRAY
L = LIMA	Y = YOKE
M = MIKE	Z = ZULU

COMMON TERMS

Phonetic Alphabet: Internationally recognized set of words representing alphabetical letters used to help clearly communicate individual letters from one radio to another. Example: Room 106C would be communicated "Room 106CHARLIE."

Call Sign: Personal title broadcast by radio to identify the transmitter and receiver. Example: "WEST ONE this is EAST TWO"

10 Codes: Radio codes used to broadcast a concept. Commonly used 10 codes in University Housing are: 10-4 = Affirmative (OK); 10-20 = What is your location?

Channel: Frequency setting that a particular radio monitors and broadcasts. Housing radios operate on five channels, channels A through E. Channel A=building services; channel B=maintenance; channel C=unused; channel D=security; and channel E=special events.