**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.
**Phonetic alphabet:**

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

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