Policy Statement

Most full-time Facilities Management staff and several student employees are assigned use of portable radios as an important means of communication during their work shift. Staff is expected to use their radios appropriately as part of their daily work duties and maintain their radios to ensure good working conditions.

Reason for Policy

Communication radios are provided for employees to use for appropriate and efficient communication within Facilities Management.

Expectations

- Radios need to be worn and turned on at the beginning of each work day, and used in accordance with FCC regulations.
- Radios are to remain on campus when not on duty.
- Radios are to be maintained as outlined in the Procedures.

Procedures

Instructions for using Radio

- Turn the radio on – this also controls the volume so you can adjust it accordingly.
- Always keep the channel set to Facility (for Kenwood radios) or 1 (for HYT radios) unless otherwise directed by your supervisor.
- Before speaking, listen to determine if the radio is currently in use by another user.
- If channel is clear, press the side button and hold it while talking.
- Release the button when finished talking so you can hear the response.
- Always have your radio turned on and with you while working.

Proper etiquette for radio use

- Understand all radios are FCC-regulated and can be heard throughout campus and the immediate area.
- Use the portables for business only. Non-business radio use such as casual conversations, profanity, inappropriate remarks, and outbursts of music is prohibited and violators are subject to disciplinary measures.
- Restrict all transmissions to the minimum necessary to get the message across. When possible, use the telephone for lengthy communications.
- Use your assigned radio number or name, known as your call sign.
- Identify yourself by your call sign when beginning a transmission, followed by the call sign of the person you are contacting (for example, “Base to Portable 31” or “EDUE to LSBE-1”).
- Sign off with your call sign when your transmission is complete, i.e., “Base Clear”.
- Clear all transmissions, even unanswered ones. This informs radio users that you have concluded your transmission and the airwaves are clear.
- Interrupt an in-progress transmission only in case of an emergency.
Charging the radio
- Plug the charger unit into the wall.
- Turn the radio off.
- Place the radio in the charger.
- The red light should come on and stay on indicating the battery is charging.
- A green light indicates the battery is fully charged and ready to use.

Tips to prolong battery life:
- Do not return a fully charged battery to the charger for an extra boost.
- On new radios, let the battery run completely out before putting it on the charger for the first two charges. Fully charged batteries should work well for up to two shifts. Just turn the radio off at night and leave it at your workplace. On the second day turn it on and carry it with you. At the end of your shift on the second day, turn it off and charge it. Follow the above process at least two times before you start charging it nightly.

Radio Problems
- Report any radio or transmission problems immediately to your supervisor.

Misuse
- Report any misuse by others confidentially to your supervisor, division manager, or Linda Olcott, Policy Contact, at 726-8264.

Related Information

This policy replaces UMD Facilities Management Portable Radio Use Department Policy, August 2005, and UMD Facilities Management Custodial Division Radio Policy, August 2009, in all applicable employee and student employee manuals.