

Portable Radio Use for District Employees

Specific groups of employees are assigned district portable radios for use as an important means of communication for campus and district operations. These radios differ from radios used at the campus or department level but can also be programmed to interoperate. Staff are expected to use their radios appropriately as part of their daily work duties and maintain their radios to ensure good working conditions.

EXPECTATIONS

- Radios need to be turned on at the beginning of each work day, carried by the staff member throughout the workday, and used in accordance with FCC regulations.
- Radios are to remain in the employees assigned building when not on duty, unless otherwise authorized by the department director.

PROCEDURES & INSTRUCTIONS FOR USE OF RADIO

- Turn the radio on – this also controls the volume which can be adjusted accordingly.
- Always keep the channel set as directed by the campus principal or supervisor.
- Before speaking, listen to determine if the radio is currently in use by another user.
- If the channel is clear, press the side button and hold while speaking.
- Release the button when finished speaking to hear for a response.
- Employee must always have the radio turned on and immediately accessible while working.

PROPER ETIQUETTE FOR RADIO USE

- Note that all radios are FCC-regulated and can be heard throughout the school district.
- Radios should be used for work related conversation only. Non-work-related 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 length necessary to communicate. When possible, use a telephone for lengthy communications.
- Use the assigned radio number or name, known as your call sign, to identify yourself.

LOSS, THEFT & DAMAGE RESPONSIBILITIES

- The employee is responsible for taking reasonable care of the assigned radio to ensure it is not damaged, lost, or stolen. In case of loss or damage, the employee may be responsible for the replacement of the radio.
- Employee must report loss or damage of the property to an administrator and the Department of Safety & Security within three (3) business days after the occurrence. The employee also understands that he/she must report stolen property to the local police and provide a copy of the police report to an administrator at the campus within three (3) business days after the occurrence.

Radio Assignment Terms and Conditions of Use

- ☐ I agree that the assigned radio is and will remain property of Carrollton-Farmers Branch ISD and is provided to me for communication in performance of my duties.
- ☐ I will do my part to keep the radio in good working order and will notify Carrollton-Farmers Branch ISD Safety and Security Department immediately of any defect or malfunction.
- ☐ I will use the assigned radio lawfully and in accordance with the use policy.
- ☐ I will not sell, assign, transfer, or otherwise dispose of the assigned radio.
- ☐ In the event that I discontinue my employment with Carrollton-Farmers Branch ISD, or if my job description changes in such a way that I am no longer eligible for a radio assignment, I will return the assigned radio to Carrollton-Farmers Branch ISD in good working order, on or before my last day of employment or reassignment.
- ☐ I will take proper care of the radio assignment at all times and I will not leave the radio unattended or unsecured.
- ☐ If the radio is lost, stolen, or damaged, I will contact Carrollton-Farmers Branch ISD Safety and Security Department as directed above.
- ☐ I understand that I am required to return this radio and all equipment assigned to me before the last date or on my last date of employment.

PORTABLE RADIO USE AGREEMENT FORM

I confirm that I have read and fully understand the Portable Radio Use and Assignment Policy and Agreement Form. I also agree to the related Terms and Conditions of Use and am willing to receive a radio assignment subject to those Terms and Conditions.

By signing this Portable Radio Use and Assignment Agreement Form, I agree to the terms and conditions and accept the radio.

Model #: _____

Name: _____

Serial #: _____

EID#: _____

Radio ID: _____

Signature: _____

TAG #: _____

Campus/Dept: _____

This portion to be filled out by the Safety & Security Department employee assigning portable radios and verifying above information.

Name: _____

Signature: _____

Date: _____