OP 61.43: Two-Way Radio Program

DATE: August 15, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidelines for the preventative maintenance, warranty work, expense policy, and handling of two-way radios used by Texas Tech University (TTU) departments and personnel for official TTU use.

REVIEW: This OP will be reviewed in June of every third year by the Assistant Vice President for Operations and the Chief of Police for the Texas Tech Police Department (TTPD) by June 31.

POLICY/PROCEDURE

1. Definition

Two-way radios, for the purpose of this OP, will be defined as TTU property used to communicate between two or more personnel utilizing the TTU radio equipment or communication system to broadcast communication. These may include a handheld unit, base unit, console, or wave unit.

2. General Policy

a. The university's intent is to maintain the highest standards possible regarding safety, customer service, and stewardship. All radios will be inventoried and records kept by TTU Operations Division and TTPD.

b. Radio repair will be documented through TTU Central Warehouse. To request repair or parts for radios, departments will request a work order through iService Desk (http://tmaisd.operations.ttu.edu/). Radios will be dropped off at the Central Warehouse for repair. Central Warehouse will notify user or department when radios are ready to be picked up.

c. Except for accessories, including antennas and clips, normal maintenance will be included in the annual rate.

d. Damage caused by misuse of radio equipment will not be covered in the annual rate.

e. A small inventory of accessories will be available at the Central Warehouse for purchase as needed. Departments will request a work order through iService Desk to purchase accessories through the Central Warehouse.
3. **Communication Policy**

Departments will communicate any change of personnel that affects the user of each radio to Operations.Radios@ttu.edu. This information will be shared with TTPD in order to officially identify all users currently on the TTU radio system.

4. **Expense Policy**

Departmental accounts will be charged annually in the month of February for each radio unit assigned to the department. Departments will be billed at the current annual rate for each handheld radio unit and base radio unit, as well as each wave license. FY20 rate will be $40 per unit and $40 per wave license.