



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.43: Two-Way Radio Program**

**DATE:** February 22, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to provide guidelines for preventive 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 Associate Vice President for Operations and the Chief of Police for the Texas Tech Police Department (TTPD).

#### **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 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 and will be the responsibility of the user's home department.
- 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.
- f. Departments/colleges requesting to use radios or radio equipment may turn in a project request via iService Desk, and the Operations Division will work with the requesting department and TTPD to review the needs and next steps.

### **3. Communication Policy**

Departments will communicate any change of personnel that affects the user of each radio to [Operations.Radios@ttu.edu](mailto: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. The current rate is \$40 per unit and \$40 per wave license.