

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

PERSONNEL

GENERAL PERSONNEL POLICIES

STAFF CONDUCT

PORTABLE RADIO USE AND ASSIGNMENT POLICY FOR DISTRICT EMPLOYEES 522.73

1.0 Employees are assigned use of portable radios as an important means of communication during their work shift. Staff are 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 and should follow four basic guidelines:

- 1.1 Clarity: Your voice should be clear. Speak more slowly than normal and do not shout.
- 1.2 Simplicity: Keep the message simple enough for the intended audience to understand.
- 1.3 Brevity: Be precise and to the point.
- 1.4 Security: Do not transmit confidential information. Remember, frequencies are shared.

2.0 EXPECTATIONS

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

3.0 PROCEDURES AND INSTRUCTIONS FOR USE OF RADIO

- 3.1 Turn the radio on – this also controls the volume so you can adjust it accordingly.
- 3.2 Always keep the channel set as directed by your school principal or supervisor.
- 3.3 Before speaking, listen to determine if the radio is currently in use by another user.
- 3.4 If the channel is clear, press the side button and hold it while talking.
- 3.5 Release the button when finished talking so you can hear the response.
- 3.6 Always have your radio turned on and with you while working.

4.0 PROPER ETIQUETTE FOR RADIO USE

- 4.1 Understand all radios are FCC-regulated and can be heard throughout the school district.
- 4.2 Use the portables 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.
- 4.3 Restrict all transmissions to the minimum necessary to get the message across. When possible, use the telephone for lengthy communications.
- 4.4 Interrupt an in-progress transmission only in case of an emergency.

5.0 LOSS, THEFT AND DAMAGE RESPONSIBILITIES

- 5.1 The employee is responsible for taking reasonable care of assigned radio to ensure they are not damaged, lost, or stolen.
- 5.2 In case of loss, the employee may be responsible for the replacement of the radio.

6.0 RADIO ASSIGNMENT TERMS AND CONDITIONS OF USE

- 6.1 I agree that the assigned radio at all times remains the property of the Pittsville School District and provided to me for communication in performance of my duties.
- 6.2 I will do my part to keep the radio in good working order and will notify the PSD Administration immediately of any defect or malfunction.
- 6.3 I will use the assigned radio lawfully and in accordance with the use policy.
- 6.4 I will not sell, assign, transfer, or otherwise dispose of the assigned radio.
- 6.5 In the event that I discontinue my employment with the Pittsville School District, 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 the PSD Administration in good working order, on or before my last day of employment or reassignment.
- 6.6 I will take good care of the radio assignment at all times and I will not leave the radio unattended or unsecured in a public place.
- 6.7 If the radio is lost, stolen, or damaged, I will contact the PSD Administration as soon as possible.

Portable Radio Use Policy and Assignment 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.

DATE:

RADIO MODEL:

SERIAL NUMBER:

RADIO ID:

UCTAG NUMBER:

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

SCHOOL ASSIGNMENT:

This portion to be filled out by Administrator assigning portable radio and verifying above information:

NAME:

TITLE:

SIGNATURE:

*First Reading:
Second Reading/Approval:*

*October 10, 2022
November 14, 2022*