

State of Utah  DEPARTMENT OF NATURAL RESOURCES  POLICIES AND PROCEDURES	REF. NR-97-D-7	PAGE 1 of 3
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	REVISION DATE	
SUBJECT: Use of Radio Equipment		
Ted Stewart, Executive Director		

I. PURPOSE

To define the policy of the Department of Natural Resources regarding the use of radio equipment by department personnel.

II. POLICY

Each division within the department may require specialized radio procedures for operation of its radio equipment. These specialized procedures will be discussed and approved by the department to ensure they comply with the overall departmental policy. This policy recognizes that there may be differing requirements and/or procedures within the department and recognizes that the department will be the final approving authority for any policy changes.

II. PROCEDURE

A. Use.

1. The prime use and function of radio equipment within the department is to provide quick and efficient communications.
2. The department will be eligible to incorporate equipment on this system, providing they have a needs justification as expressed by a division director. This communications necessity can come in the form of emergency traffic coordination, law enforcement-related traffic or administrative traffic.

B. Operation.

1. The operator will conduct traffic on the radio equipment in a concise and clear manner. The standard operating frequencies will not be used for personal messages. Conduct on the radio will comply with the following basic operating procedures:
  - a. always decide what you are going to say before you pick up the microphone;

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- b. listen briefly to make sure no one else is using the airways;
  - c. if there is an emergency, always wait until you are sure that all necessary traffic involving the emergency has been completed before you transmit;
  - d. unnecessary and superfluous transmissions are not allowed;
  - e. remember to speak clearly and concisely;
  - f. if you are giving your dispatcher a message that is to be written down, speak slowly enough so that the message can be accurately copied;
  - g. speak in a normal voice. Speaking loudly does not make messages easier to understand, or go any further;
  - h. become conversant with the ten-code. This will enable you to give quick and concise messages. Clear text may be used when appropriate;
  - i. do not use profanity on the air; and
  - j. be sure that your AM radio is turned off before using your two-way radio.
- C. Maintenance of the department's radio equipment, including mobiles, portables and base stations will be handled by the Department of Administrative Services radio shop.
- D. Purchase.
- 1. Each division within the department will be responsible for purchasing its own radio equipment subject to state policy. Divisions will be responsible for all equipment required to ensure

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communications. The purchase of this equipment will be, where applicable, from state contract.

2. All radio communications equipment purchases will be approved by the department to ensure they are compatible with the existing system, fit into the maintenance scheme and that they are state-of-the-art equipment.
3. When requested, the Department of Administrative Services, Division of Information Technology Services will be available to write specifications and procure specialized communications equipment needs.

E. Frequency.

1. Currently, the department has authorized radio frequencies licenses through the Federal Communications Commission for use and operation of its communications equipment. All department communications will be on these frequencies. When it is necessary for department radios to have frequencies other than department frequencies installed, it will be the policy of the department that a letter of approval or a formalized agreement from the agency licensed for that frequency shall be on file within the division. This will include all law enforcement agencies, city, county and federal governments and any other radio frequency which may be installed in a department radio. Any modification of radios by employees is prohibited.
2. Department law enforcement director approval must be obtained by the division in advance for any radio frequency to be programmed or crystallized into radio equipment. There will be no exception to this rule.