

UCI RADIO USE AND PROCEDURES

The following guidelines have been developed to promote effective use of the campus radio system and are recommended to all UCI radio users.

1. **Make only necessary transmissions—you are sharing a limited number of radio channels with all other UCI radio users INCLUDING PUBLIC SAFETY AGENCIES.** You do not know when emergency communications are in progress on other talk groups and your unnecessary transmission may delay another radio user reporting or responding to an emergency incident.
2. **Use department identifiers or radio call signs, not personal names, when calling another radio.** The University's license does not authorize personal conversations.
3. **When calling another radio, say its identifier or tactical call sign first and then your own radio identifier.**

Example: "Electric-31 " [pause] "Grounds-4"
 or
 "NACS-3 this is Echo-15"

4. **To report an emergency, select the Emergency talkgroup on your radio and announce:**
"UCI PD, this is __[your radio identifier or radio call]__ , reporting an emergency. "

The Communications Center dispatcher will answer your call and prompt you for the details of the emergency. Listen to and follow instructions from the dispatcher or other public safety personnel responding to your report. The emergency talkgroup is located in the "IR" zone (Zone 3 in Model 2&3 radios, position "C" in Model 1 radios), channel position 1 on all UCI radios

5. **Make all transmissions as brief and concise as possible.** Long transmissions are usually unnecessary and may prevent other users from using the radio while you are speaking. If available, use a telephone to deliver your message instead. If you must transmit a lot of information, break it into several shorter transmissions, and be aware that the radio system will automatically end an excessively long transmission (over sixty seconds).
6. **Don't use unnecessary words, such as "please", "thank you", and "over".** These words waste valuable air time. You can indicate courtesy and appreciation by your tone of voice and manner. Short acknowledgments such as "check", "OK", "copy", and even "10-4", are effective and efficient.
7. **Do not use words or inflections that reflect humor, irritation, sarcasm, or disgust.** All transmissions should be impersonal and professional. The radio system is not your personal "soapbox". Additionally, our radio system can be monitored at anytime. Additionally, do not make "catcalls" or play music and/or sound effects over the radio. This activity violates UC and Federal Communications Commission (FCC) rules and policies.
8. **Speak directly into the face of the radio using a normal voice.** You do not need to speak slowly or particularly fast, but it is important to speak clearly, distinctly, and loudly enough to be understood.
9. **Think before your speak—DON'T** press the Push-to-Talk button until you know what you want to say in your transmission.
10. **After you press the Push-to-Talk button, always pause for a moment before speaking.** This ensures that the radio system has time to respond to your transmission and prevents the first part of your transmission from being lost. Likewise, do not release the Push-to-Talk

button until you have finished speaking. If you are often asked to repeat part of your message, you may be inadvertently cutting off part of your transmission.

11. **Don't ignore a call to your radio.** If you cannot deal with the transmission immediately, ask the caller to standby and re-contact them as soon as you are able to. If you have not heard all of a transmission to you, never guess at the missing information. Ask the other person to repeat or clarify the message before acknowledging you understand it.
12. **Use of the Telephone Interconnect.** The UCI 800 MHz radio system allows all radios to receive incoming telephone calls to mobile and portable radios. This feature is “half-duplex” which means only one person may talk at a time. Several radios are also equipped with a keypad which allows the radio to initiate outgoing phone calls. The interconnect is not private in any way and can be monitored by the public. Users must follow all UC procedures relating to telephone use. In addition to UC policy, Federal Communications Commission (FCC) laws apply also. Conversations must be UCI related business. Personal phone calls, unless deemed an “emergency” are not permitted at anytime. Additionally, sensitive information relating to account numbers, passwords, and other important information should never be broadcast over the interconnect at anytime.