

VULCAN COUNTY POLICY NO. 12-2212	RADIO USAGE POLICY
Effective: June 4, 2008	Amended: December 20, 2017
Cross Reference: MTN 2008-06-22 CC 2017-12-20-30	Page 1 of 2
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Radio Usage Policy

PURPOSE

The purpose of this policy is to provide guidance for the use of County radio services within and without the workplace, to protect the integrity of the County and equipment while providing safety for the employees.

APPLICATION

1. This policy applies to all County staff, Councillors and volunteers' utilizing County radio services.
2. If an employee uses an assigned or unassigned County radio at home for use, the requirements as outlined in this Policy still apply.

OWNERSHIP

All radio services, whether or not such items are assigned for the specific or general use of an employee, are owned by Vulcan County.

INSPECTION

1. Vulcan County has the unlimited right to access and monitor any County radio services at any time and at any location to ensure compliance with this policy, regardless of whether or not the radio services are assigned for the specific or general use of an employee or volunteer.

Radio services, regardless of location, shall be surrendered to the County for inspection by the user immediately upon request.

USAGE

1. Employees may use assigned or unassigned radio services, to perform the duties and responsibilities assigned to them in a cost effective manner, to improve safety, to increase productivity, or increase service to the public.
2. Use of radio services are not secure. Please use discretion in relaying confidential information.

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3. Reasonable care should be taken while using the radios to not distract other employees that are on the same channels.
4. Reasonable precautions should be made to prevent theft and vandalism of any radio service equipment. In the event that a radio is lost or stolen due to employee's failure to use reasonable precautions, the County may require the employee responsible for such equipment and may be required to reimburse the County for the reasonable cost to replace such equipment.
5. Personal equipment not supplied by or used for County purposes should be used only in emergencies or at specific times set between the employees and their supervisors following all safety standard listed below.

DISCIPLINE

1. All reports of alleged inappropriate use of County radio services will be reviewed on a case by case basis, by the employee's supervisor.
2. Personnel found to be in non-compliance with this policy will have the appropriate disciplinary action, up to and including dismissal.