

Radio Use Protocol for Local Government

The following are some **helpful tips** on radio use and **best practices**:

-  If you are off-duty, do not turn on your radio.
-  Do not change channel position on your radio unless necessary for your immediate responsibilities.
-  If you are actively using your radio, limit radio activity to critical traffic only.
-  If you are not a first responder, use your work cell phone to communicate instead of your radio.
-  Perform preventive maintenance on your radio according to standards. Use the correct antenna and make sure your batteries have a proper charge. Ensure that your antenna and batteries are properly secured, and do not use zip ties or cable ties on remote speaker microphone cables.

LISTEN TO YOUR RADIO

If you attempt to access your radio and you receive one of these alerts or messages, take recommended actions:

“NO COMMS” on screen and/or alert “bonk” tone

Means: Unable to communicate to the system

Action: Avoid any unnecessary radio use (i.e. turning radio off/on or switching talkgroups) until “NO COMMS” clears.

“OUT OF RANGE” on screen and/or alert “bonk” tone

Means: Low or no signal strength. Signal strength can be affected by many factors (e.g. bad antennas or dense building construction.)

Action: Be mindful of your surroundings. Move to a location with better signal strength.

“BUSY” noted by 3 short tones.

Means: System has run out of available talkpaths. The initial Push to Talk (PTT) has placed the user in a busy queue - the system will automatically assign a channel to the user when one becomes available.

Action: Release PTT and wait for the system to assign channel. *Additional PTT will move user to the bottom of the queue.*

“LOW BATTERY” noted by 2 short tones

Means: Battery requires charging

Action: Charge battery or replace with one that is fully charged.