

## Radio Communications Policy

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**Abstract:**

This policy sets forth the standards and operational requirements and procedures UAB Departments are required to follow when seeking and obtaining two-way radio communications equipment, RF paging equipment, and certain cellular communications equipment and the systems and networks they run on.

**Effective Date:** 02/01/2024

**Review/Revised Date:** 02/01/2024

**Category:** Safety

**Policy Owner:** Assoc. Vice Pres. – Public Safety /Chief of Police

**Policy Contact:** Assoc. Vice Pres. – Public Safety /Chief of Police

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### BACKGROUND

The purpose of this policy is to define and set the UAB Department of Radio Paging as the central agency, liaison, and authority for all UAB Departments seeking RF based two-way radio communications systems. It also applies to contracted outside organizations seeking to communicate at UAB facilities with UAB personnel and groups.

### SCOPE

This policy applies to all UAB Campus and Hospital personnel, students, and departments as well as employees of outside organizations contracted with UAB for RF communications.

### DEFINITIONS

**END USER EQUIPMENT** - Radios (Portable, Desktop, and Fixed Base Station). Pagers and certain cellular devices.

**RF SPECTRUM** – Radio Frequency Spectrum – The portion – think pathway or medium – of the electromagnetic spectrum that over-the-air radio communications in the form of audio, data, and images are sent back and forth on. These can be in Digital or Analog form or combinations of the two.

**OVER - THE – AIR** – Utilization of electromagnetic wireless pathways to send information from one source to another.

**TRANSMITTING** - (Transmitters) – Equipment that takes the information being sent, and converts it into a format needed to send it over the air from the origin point.

**RECEIVING** – (Receivers) – Equipment that takes in the transmitted signal, converts and filters it back to its original form where it can be heard, read, or reviewed at the destination point.

**REPEATER** – Transmitting/Receiving device that receives communications signals, boosts them and retransmits them back out to increase coverage range over a communications pathway or medium.

## **POLICY STATEMENT**

The UAB Department of Radio Paging Governs and Administrates the RF Communications Systems and End User Equipment, licensed RF spectrum frequencies, techniques and adjunct items used by UAB Departments for wireless communications. It serves as the conduit and portal for all Departments seeking and requiring Transmitting/Receiving End User Equipment and Systems utilized by Campus and Hospital Departments and those outside entities affiliated with UAB by legal contract unless otherwise authorized. These systems can be in Analog and Digital formats or combinations of both. It monitors, updates, and maintains the unique frequency licenses assigned to UAB by the Federal Communications Commission.

### **General Principles**

The purpose of close monitoring and administering of communications systems and equipment is necessary because the RF spectrum is a finite medium and resource. There are so many portions of it that have vast numbers of users. Without a central agency in place to monitor and ensure compliance with specifications, standards, and rules, systems can overlap and cause interference with each other. This can result in catastrophic communications failures which jeopardize the entities using these systems abilities for critical message information.

The Federal Communications Commission governs and monitors the overall RF Spectrum for the United States to prevent this very issue from happening over a widespread area.

UAB Radio Paging governs and monitors UAB's allotted portions of the RF Spectrum for the same reason. Any failure of compliance with FCC Rules and Regulations can result in fines, and penalties. In extreme cases criminal prosecution and temporary or permanent loss of an FCC assigned frequency/license can also be the result.

UAB Departments, going through Radio Paging when seeking two-way radio equipment, simplifies any concerns over compliance and performance issues.

### **Contact Radio Paging at:**

UAB Radio Paging, Suite101, UAB Medical Towers Building, 1717 11<sup>th</sup> Avenue South, Birmingham AL 35205

Main Office 205-934-2599 FAX 205-975-6214 Email [paging@uab.edu](mailto:paging@uab.edu) .

Office Hours Monday – Friday excluding official UAB Holidays 8:30 AM to 5:00 PM

### **Subscriber Responsibilities**

UAB Radio Paging works with UAB Departments and other authorized groups seeking end-user communications equipment in a fiduciary manner and determines what equipment, frequency/channel types will serve the department accurately, efficiently, and legally. It provides quotes and obtains the equipment, provides the programming, setup and maintenance of the RF equipment UAB Departments need.

Once equipment is issued to UAB Departments the managerial and supervisory staff receiving and distributing the equipment to their personnel are responsible for insuring it is accounted for and used within UAB guidelines and specifications. In cases of lost equipment Radio Paging should be notified with the item type and all available

information about it. Damaged/malfunctioning equipment should be sent to Radio Paging at the earliest possible time for inspection and repair or replacement. Malfunctioning equipment can operate outside authorized parameters and cause compliance issues.

### **Operating Requirements**

Communications equipment cannot be altered by the end user. If changes or updating are needed, requests for this must go through Radio Paging's offices. When communicating over the air improper language such as swearing or other harsh language needs to be avoided. Extended conversations about non-work issues should be limited to prevent interference with critical communications.

Each Department can and should develop guidelines concerning communications equipment use. These guidelines cannot supersede or violate UAB's, or the FCC's regulatory guidelines. Radio Paging can assist departments with user guideline development.

### **Non-Compliance and Violations**

Departments that do not supervise their personnel properly and/or fail to meet and maintain compliance standards are subject to disciplinary action. In some cases, this may result in confiscation of user end equipment, shutting down repeater systems, or modification of repeaters to prevent user end access. A system of compliance violation notifications and warnings will be utilized in these cases to stop issues before more serious intervention is required.

### **Enforcement Responsibilities**

Under the direct supervision by the Director of Physical Security/ONE Card/Radio Paging and the Vice President of Public Safety and the Chief of Police. The UAB Department of Radio Paging is tasked with the administration, maintenance, and upkeep of UAB's RF communications systems. Issuance, tracking, and management of user-end devices, their service histories and other critical information are controlled and run by Radio Paging staff under the supervision of the department manager. Decommissioning of outdated and/or failed equipment is performed by the Radio Paging staff under the supervision of the department manager.

## **IMPLEMENTATION**

The Director of Physical Security/ONE Card/Radio Paging under the authority of the Vice President/Chief of Police and Public Safety are responsible for procedures to implement and enforce this policy.

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