



Personnel and Administrative Policy and Procedure

SUBJECT: Amateur (Ham) Radio Operations for Emergency Operations Center	EFFECTIVE DATE: August 1, 2007 REVIEWED: February 10, 2011 REVISED:
CATEGORY: 300 POLICY NUMBER: 300.3	CROSS REFERENCE:

Purpose: The City desires to have a list of employees available to operate Ham radio equipment in the event of an emergency.

Definitions: Ham – the popular term adopted by user's of the amateur radio system.

Objective: To standardize the City's procedures for payment of licensing and providing equipment for employees who work in this capacity.

Scope: All city employees operating a Ham radio for the City.

Policy: The City will provide certification and books for a limited number of people, up to eight (8) as determined by City management, to become licensed Ham Radio operators. This is done in order to have sufficient staff to cover emergency operations needs, which would generally be when the Emergency Operations Center is activated. The hours worked at the request of the City in emergency operations will count towards an employee's hours of work for overtime purposes.

The City is not responsible for any fines or legal fees an employee incurs for use of a Ham radio on their own time and is not responsible for any fines or legal fees an employee incurs if they were operating the radio on behalf of the City but outside the federal and state regulations governing appropriate use. The City will indemnify and defend the employee from and against third party liability claims arising out of the employee's operation of the radio equipment on behalf of the City, but only if the employee is operating the equipment within the prescribed rules and regulations set forth by the City and/or any agency (federal, state or local) having jurisdiction over such operation.

Guidelines for Use

Procedures, Equipment and Training

The City will solicit interested employees willing to work as a Ham radio operator during emergency services. To the extent that there is not enough interest the City may assign individuals to this function. To the extent that there are more interested employees than needed, the Risk Manager in conjunction with HR will determine selection criteria such as likelihood of availability during emergency situations, prior experience with radio operations etc.

The City will provide all equipment needed for the operator to provide requested services on behalf of the City. Any equipment the employee desires to have for personal use will be the responsibility of the employee.

For those employees selected to participate, the City will provide the books and training for certification to become licensed Ham Radio operators at the entry/basic level. It is the responsibility of the employee to pay for training above that provided by the City and to operate all equipment within the State and Federal regulations governing Ham radio operations.

Responsibilities

Employee:

- Fulfill their obligation to report to the Emergency Operations Center and provide Ham radio operating services when requested.
- Complete entry/basic level training and periodic training exercises to maintain skills.
- Operate all equipment within defined city, state and federal regulations.
- Pay for all fines and legal fees associated with violations of ham radio operations regulations.

City

- Pay for licensing and books for eight (8) employees and provide employees with sufficient training to obtain and maintain the necessary skills.
- Pay for fines and legal fees associated with operating the radio on behalf of the city if done in accordance with all regulations governing operations.

Risk Manager

- Maintain a list of employees trained in ham radio operations who are available when needed in times of emergency.
- Coordinate training and certification for employees participating in this program.

Cross Reference

EOC Page on City's Intranet site.