

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

655 RADIO COMMUNICATIONS SYSTEMS

SUBJECT: RADIO COMMUNICATIONS SYSTEMS

NUMBER: 655

AUTHORIZING BODY: VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

RESPONSIBLE OFFICE: OFFICE OF THE CHIEF OF POLICE

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RATIONALE: To ensure the purchase and use of campus two-way radio communication systems are efficient and comply with all federal regulations, the following policy is hereby established.

POLICY: Prior to purchase and use, Oakland University Police Department (“OUPD”) review and approval is necessary for any requests by Oakland University (University) Departments to:

- A. Purchase new two-way radio communications systems
- B. Add radio frequencies to any current system
- C. Obtain or renew Federal Communication Commission (FCC) Licenses

SCOPE AND APPLICABILITY: This policy applies to any University department desiring to purchase and/or use two-way radio communications systems, add radio frequencies to an existing system and/or obtain or renew a Federal Communications Commission (FCC) License.

DEFINITIONS:

Two-way radio - a radio that can both transmit and receive radio waves. The device is an audio transceiver, a transmitter and receiver in one unit, used for bidirectional person-to person voice communication with other users with the similar radios.

PROCEDURES:

- A. Requests:** Departments desiring to purchase new two-way radio communications systems, add radio frequencies to an existing system and/or obtain or renew a Federal Communications Commission (FCC) License, must first submit a request for review to the OUPD. The request must outline the proposed use along with justification for the request.

- B. Federal Communication Commission (FCC) Licensing:** All two-way radio systems that are required to be licensed by the FCC must be so licensed prior to their use by University personnel. Once approved and the appropriate radio license has been obtained, a copy of the license must be forwarded to OUPD for file. Individual departments are responsible for monitoring expiration dates of their FCC Licenses and applying for renewal in a timely manner.

- C. Purchase Requisitions:** Purchase requisitions will not be processed by the Purchasing Department without an attached approval from the OUPD. Requesting departments are also responsible for securing operating funds and ongoing maintenance funds

RELATED POLICIES AND FORMS:

[OU AP&P # 674 Surveillance and Monitoring Technology](#)

[OU AP&P # 675 Safety and Security Alarm Systems](#)

APPENDIX: