



# Engineering and Public Works Radio Communication

<b>Policy No.:</b> PS-PW-5	<b>Council Resolution No.:</b> 324/2022
<b>Department:</b> Engineering & Public Works	<b>Authority:</b> Council
<b>Effective Date:</b> October 11, 2022	<b>Revision Date:</b> N/A
<b>Review Date:</b> October 2025	<b>Repealed Date:</b> N/A
<b>Supersedes:</b> N/A	
<b>Related Procedure No.:</b> PS-PW-5	
<b>Related Procedure Name:</b> Engineering and Public Works Radio Communication	

## 1.0 PURPOSE

- 1.1 This policy governs the usage of our operating frequencies to maintain a clear, effective, and reliable communications network for the Public Works Department. To reduce the dependency and operational cost of cell phone usage.

## 2.0 POLICY STATEMENT

- 2.1 The department currently operates on one (1) frequency through the repeater (Taber P Works).
- 2.2 At all times proper radio etiquette must be followed. There will be no profane or offensive language used. Always remember that anything said over the radio is public and can be heard by all.
- 2.3 The main body of conversation should be short and meaningful. Think about what you need to say before you key the microphone.
- 2.4 Keep all transmissions brief and to the point. Avoid longwinded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important; however, they should be considered in that order.
- 2.5 All personnel will be assigned unit numbers. Avoid using names over the radios.
- 2.6 Unless the called person does not respond to a radio transmission, do not answer for someone else. This creates unnecessary confusion.
- 2.7 Using the radio while driving / operating a vehicle or equipment is prohibited.




**Additional References**

- None.

  
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MAYOR

Oct. 26, 2022  
DATE

  
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CHIEF ADMINISTRATIVE OFFICER

Oct. 13, 22  
DATE

