



# Asset Management Policy

Asset Policy V1. 2022

## 1.0 Asset Overview

The Bedford County Public Safety Communications Network “BCPSCN” consist of a significant amount of assets that must be tracked for accountability and security of the network. Therefore, a process for deploying radio assets as well as demobilizing back into storage until reissued must be followed. This process will be referred to as Bedford Radio Asset Management “BRAM”. Effective management and security are a team effort involving the participation and support of every department and affiliate using the system who has been issued county equipment.

## 2.0 Purpose

The purpose of the BRAM Asset Management piece is to provide accountability for all radio resources and those who have the equipment issued to them. This will be the program that manages radio related property for BCPSCN. This oversight is in place to protect both the employees and the County.

## 3.0 Scope

Compliance with this policy is MANDATORY for all users of the BCPSCN to include employees, volunteers, contractors, and any other outside organization issued Bedford County owned equipment.

#### **4.0 Issuing of equipment**

BCPSCN admin will log all equipment issued to users in BRAM to include first and last name as well as residential address, employment department/division, personal and work phone numbers. If the equipment is mounted in a vehicle, the type of vehicle, location of the home base, vehicle" fleet" number as well as the VIN and TN license plate will be logged. \* Note- For law enforcement officers, residential addresses will not be captured in BRAM. A radio system liaison shall submit a radio request form for the equipment to be issued which can be gotten through the BCEMA Office or found on the BCEMA website.

#### **5.0 Transfer of equipment**

Equipment shall not be transferred from the original issued user to another at any time. When the equipment is no longer needed by the original issued user; the equipment should be returned back to the Communications Coordinator located at BCEMA Office by that user or the department radio system liaison. Only then will it be reissued to another user. Equipment shall not lay dormant at a department when no longer assigned to a user.

#### **6.0 Surplus**

Departments shall not surplus any BCPSCN radio equipment. Any radio equipment deemed to be surplus shall be coordinated by BCEMA Communications Coordinator.

#### **7.0 Enforcement**

Any user or contractor found to have violated this policy may be subject to disciplinary action, up to removal from working on BCPSCN equipment, having your radio and id inhibited as well has potential termination from the county employment.