



# Asset and Access Management Policy

Asset Policy V7.1. 2025

## 1.0 Asset Overview

The Bedford County Public Safety Communications Network “BCPSCN” consists 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 & Access Management “BRAAM”. Effective management and security are a team effort involving the participation and support of every department and affiliate using the county system and / or equipment. Regular updates, audits, and purges of unknown radio ids may be made to the system to ensure only authorized equipment has access into the system for use. Therefore, it is vital that all radio documentation and acquisitions be strictly coordinated through the BCEMA Communication Coordinator.

## 2.0 Purpose

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

## 3.0 Scope

Effective July 2022 compliance with this policy became MANDATORY for all users of the BCPSCN to include employees, volunteers, contractors, and any other outside organization operating on the BCPSCN. Any and all equipment a user wants to incorporate into the BCPSCN must be pre-authorized through the BCEMA Communication Coordinator and logged into system records.

#### **4.0 Issuing of county owned equipment**

BCEMA Communications Coordinator will log all equipment issued or utilized for operation on the network. Information entered into BRAAM will include the name of the individual and department taking accountability. If the equipment is mounted in a vehicle, the type of vehicle, vehicle “fleet” number and/or the TN license plate will be logged. In the event of a vehicle change or purchase a department fleet manager shall submit a radio request form for the equipment to be issued which can be obtained through the BCEMA Office or found under the “Radio System” tab on the BCEMA website [www.bedfordtnema.com](http://www.bedfordtnema.com) . For budget planning purposes, notice should be provided well in advance for new vehicle purchases, or staffing level additions that may require additional radios be issued beyond prior scope. A department may maintain a select few “extra” portables for sudden need use if arrangements are made and documented with the Communications Coordinator. Any permanent assignment of these assets must be documented. Each department is responsible for maintaining an accurate record of to whom each radio asset is assigned. This record should be provided to BCEMA Communications Coordinator and updates provided as changes occur.

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

Equipment shall not be transferred from one original issued user to another at any time without documentation being provided to the BCEMA Communication Coordinator. When equipment is no longer actively used by the original issued user or department, the equipment should be promptly returned to the Communications Coordinator located at BCEMA Office. Only then will it be reissued to another user when needed. Equipment shall not lay dormant at a department when no longer assigned to a user or actively used by the department.

#### **6.0 Surplus**

Departments shall not surplus any BCPSCN radio equipment. Any radio equipment deemed to be surplus shall be coordinated through the 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 as potential termination from county employment.