



PUBLIC SAFETY COMMUNICATIONS NETWORK
BEDFORD COUNTY
TENNESSEE

Asset and Access Management Policy

Asset Policy V1.2026.c

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, stakeholders, 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. See 4.1. For additional information.

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 . 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.

4.1 Other stakeholders

Other stakeholders operating on / through the Bedford County Public Safety Communications Network shall maintain radio assets in line with county policy and procedure. A system of radio inventorying, asset tracking, and asset maintenance shall be in place so as to ensure system security and integrity are maintained. A list of radios with associated radio ids and assignments said stakeholder has in operation on the BCPSCN shall be provided to the Communications Coordinator quarterly.

4.2 Other Equipment / Usage

No personal equipment shall be authorized to operate on the Bedford County Public Safety Communication Network, nor the TACN system.

***5.0 Programming**

Only the BCEMA Communications Coordinator or their designee shall perform programming and coordinate installation / removal/ or transfer of County / Department radio communication equipment. For all requests, submit a ticket through the BCEMA Website at: <https://www.bedfordtnema.com/radio-system> , or contact the BCEMA Communications Coordinator directly.

***5.1 Channels / Talkgroup Programming**

Only BCPSCN authorized channels / talkgroups will be programmed into County / Department used equipment. A uniform set of programming is allocated per department group needs to ensure ease of use for all personnel. Though department chiefs, directors, or specialized units may require custom programming, individual / custom user requests will not be allowed without just cause.

5.0 Transfer of county equipment

Bedford County equipment shall not be transferred from one originally 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

Bedford County 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.