

South Carolina Department of Transportation

Engineering Directive

Directive Number: ED-46 **Effective:** July 7, 2014

Subject: Satellite Telephone Management, Testing, and Reporting

References: June 2008 Legislative Audit Council (LAC) Report

Purpose: Establish Satellite Telephone Policy

This Directive Applies To: Engineering Operations

The purpose of this directive is to establish a policy regarding the appropriate use, acquisition, management, and testing of satellite telephones as a result of the June 2008 Legislative Audit Council (LAC) report: "A Review of Cell Phones, Pagers, and Satellite Phones."

This policy addresses the management, testing, and reporting of satellite phones. The Office of the Deputy Secretary for Engineering and the Engineering District Six Office are currently the only offices with satellite phones.

Management

Satellite phones are to be kept in the Deputy Secretary for Engineering's office and the District Six Engineering Administrator's office, in areas that are to be locked when not occupied during normal working hours and after hours. The phones are to be used only during emergencies, as determined by the Deputy Secretary for Engineering or his or her appointee, or for charging and testing purposes as described below.

Testing

Satellite phones will be charged and tested two times per year. Due to the likelihood that the phones would be used during hurricane season, the first yearly test must be performed during the month of April each calendar year. This will allow adequate time for any needed service of the phones prior to the start of hurricane season. The subsequent yearly test will be performed during the month of October. As part of the test, each satellite phone will be completely charged, inspected, and actual phone calls made to ensure functionality. If repairs, replacement parts, or service are needed, coordination will be made through the South Carolina Department of Transportation's Radio Shop and/or IT Services. A report will be submitted to the Deputy Secretary for Engineering by April 30 and October 30 each year, verifying the phones have been tested and are functioning properly.

Reporting

The Deputy Secretary for Engineering or his or her designee will notify the South Carolina Emergency Management Division of any change to equipment or telephone numbers and provide an annual update on the Department's satellite phones.

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Lead: Deputy Secretary for Engineering

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