

ALBUQUERQUE FIRE DEPARTMENT		Radio Policy
Standard Operating Guidelines		Directive 20
<b>FIRE CHIEF'S EXECUTIVE DIRECTIVE</b>	01/16/03	Page 1 of 1 Pages

**INTENT:**

The following policy is established to address portable radio accountability.

**SCOPE:**

The radio accountability policy is for all members using Albuquerque Fire Department portable radios.

**POLICY:**

The assigned driver will check all radios at the beginning of each day shift. All radios will be accounted for on the portable radio log that is attached. The assigned driver must verify each radio is present and working by entering the lid number, their man-number and shift. All completed radio logs will be turned into the Battalion Commander prior to the 5<sup>th</sup> of the month.

At the beginning of the month fill out a new radio log. All entries must be filled in on the radio log, enter the date and unit ID and the appropriate LID number for each portable radio.

All drivers must ensure that every portable radio is kept with the unit it is assigned to. If a radio is missing the officer must contact the Technical Services Division immediately @ 833-7324. The radio will be put into a denied mode; at that point the radio will not transmit, it will only receive. A separate log is attached is for the additional radios carried on the Squads.

Technical Services shall be contacted by the company officer if any portable radio needs repair. Technical Services will coordinate the repair with radio shop and issue a spare if available. If any other radio concerns arise contact the Captain in Technical Services.

**ACCOUNTABILITY:**

The company officer is responsible for all radios assigned to the apparatus.

# RADIO LOG

MONTH/YEAR DATE: \_\_\_\_\_

UNIT ID: \_\_\_\_\_

## PORTABLES

	RADIO #1	RADIO #2	RADIO #3	RADIO #4	MAN#/BATT
DAY	LID #	LID #	LID #	LID #	
01					
02					
03					
04					
05					
06					
07					
08					
09					
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12					
13					
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31					

**NOTE: ALL PORTABLE RADIO'S MUST BE KEYED IN ORDER TO CHECK LID# W/ VEHICLE, DESKTOP OR ANOTHER RADIO.**

# SQUAD RADIO LOG

MONTH/YEAR: \_\_\_\_\_

UNIT ID: \_\_\_\_\_

## PORTABLES

	Radio #1	Radio #2	Radio #3	Radio #4	Radio #5	Radio #6	Man#/Batt
DAY	LID #						
01							
02							
03							
04							
05							
06							
07							
08							
09							
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**NOTE: ALL PORTABLE RADIO'S MUST BE KEYED IN ORDER TO CHECK LID# W/ VEHICLE, DESKTOP OR ANOTHER RADIO.**