

SUBJECT: RADIO REPAIR PROCEDURES**SECTION:** 202.04**REVISED:** FEBRUARY 12, 2008**PAGE(S):** 1

PURPOSE

To provide a system for the repair of Fire Department radios and pagers.

POLICY

- A. Anytime the base station radio or on-duty pager is not operating correctly, the Shift Supervisor shall be notified immediately.
- B. The Shift Supervisor shall notify the Assistant Chief.
- C. The Assistant Chief shall take the necessary actions to expedite the repair process.

PROCEDURE

- A. Anytime a radio or pager is not operating correctly, the Shift Supervisor is to be notified. He will, in turn, notify the Assistant Chief
- B. If the faulty radio is a portable radio or pager, the Assistant Chief will normally be able to supply a replacement.
- C. Normally, a vehicle radio will be checked by a radio technician the same day, if at all possible, while a portable radio is usually checked by the Assistant Chief, and repaired by outside contractors when necessary.
- D. Members having pagers not operating correctly shall fill out a Work Order/Service Request, and pass it along with the pager to the Assistant Chief and he shall then have the necessary repairs made.