

6010.02

Portable Radio Accountability Standard Operating Procedure



This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Chief's Memo 2017-017, Portable Radio Accountability Policy

Applicable HI Statutes:

I. PURPOSE

Fire Department personnel. All personnel are responsible for the daily use and maintenance of their assigned portable radio and are held accountable at the beginning and end of each work shift. Portable radios are assigned to each member while on duty to provide for operational effectiveness and firefighter safety.

Further, this policy provides for the identification of personnel in the event the dispatch center receives an emergency alert from a portable radio. Dispatchers will be able to identify the radio alias that activated the alert and pass that information on to the Company Commander or Incident Commander.

II. APPLICABILITY

All personnel have a role in portable radio accountability. Company Officers shall insure that this policy is enforced and all documentation shall be completed and maintained accordingly. All personnel shall be responsible for their assigned portable radio including the care and maintenance, proper operation, and pre shift and post shift procedures for accountability.

III. POLICY

- A. Motorola APX 6000 portable radios are assigned to all Fire Stations, Ocean Safety Towers and Officers, Prevention Officers, EMS Bureau Personnel, Training Bureau Personnel, and Chief Officers.
- B. The number of radios assigned to each station is double the number of assign positions on one (1) shift. This allows for each member on duty to have an assigned radio and for an additional amount of radios to provide for a complete second shift if needed. This also provides back up radios during repairs and maintenance of radio inventory. Each radio is assigned an alias. The second set of radios are designated with an X added to the alias.
- C. Portable radio assignments for each Fire Station Company is done using the Personnel Roster, matching three (3) Position #s, one (1) on each shift, with one (1) radio alias.
- D. Portable radios are no longer assigned to an apparatus.
- E. Ocean Safety portable radios are assigned to the work station. The radio alias matches the assigned tower locations.
- F. Ocean Safety Rescue watercraft personnel, Captain's and Lieutenant's positions are also assigned radios.

IV. PROCEDURE – FIRE STATIONS



- A. Company Officers shall maintain a daily sign out and sign in checklist or log. Personnel shall sign for their assigned radio at the start of each shift and sign again upon return of radio at the end of the shift. The radio log shall be kept up to date and maintained at the station where it can be made available to any Chief Officer upon request.
- B. Company Officers shall provide a secure area for the radios to be charged and stored when not in use. Personnel are responsible to return their assigned portable radio to the appropriate charger at the end of each shift.
- C. Whenever additional personnel are assigned to a shift, the Company Officer shall assign the X radios as needed, following the sign in/sign out procedures.
- D. Upon recognition that a radio is not accounted for or is missing, Company Officers shall immediately direct personnel to back track their movement for the prior shift and attempt to locate the missing radio. A thorough and immediate effort shall be made to locate the missing radio.
- E. If the radio is not found, the Company Officer shall generate a memo, with an attached Police report to document the loss of County property, submitted through the chain of command to the Fire Auxiliary Services Officer.
- F. The Company Officer shall also hold an after action discussion with the entire company to discuss the incident, determine how the radio may have been lost and to discuss possible ways to prevent future incidents.

V. PROCEDURE – OCEAN SAFETY

- A. Ocean Safety Captain's shall maintain a daily sign out and sign in checklist or log. Personnel shall sign for their assigned radio at the start of each shift and sign again upon return of radio at the end of the shift. The radio log shall be kept up to date and maintained at the appropriate site where it can be made available to any Chief Officer upon request.
- B. Ocean Safety Captain's shall provide a secure area for the radios to be charged and stored when not in use. Personnel are responsible to return their assigned portable radio to the appropriate charger at the end of each shift.
- C. Upon recognition that a radio is not accounted for, or is missing, the responsible Ocean Safety Captain shall immediately direct personnel to back track their movement for the prior shift and attempt to locate the missing radio. A thorough and immediate effort shall be made to locate the missing radio.
- D. If the radio is not found, the Ocean Safety Captain shall generate a memo, with an attached Police report to document the loss of County property, submitted through the chain of command to the Fire Auxiliary Services Officer.
- E. The responsible Captain shall also hold an after action discussion with all Ocean Safety Officers under his command to discuss the incident, determine how the radio may have been lost and to discuss possible ways to prevent future incidents.

VI. DOCUMENTATION

- A. ROSTER - Attached to this policy is an up-to-date Fire Station Roster listing the radio alias and the assigned position numbers. Company Officer's shall identify position

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numbers under their command and correlate the appropriate radio alias with their personnel.

- B. PORTABLE RADIO CHECKLIST AND INSTRUCTIONS - Utilize the Portable Radio Checklist as a daily sign in/out sheet. Multiple sheets may be needed as there are only seven columns on each sheet. Submit completed copy to FASO at the end of each month. For the daily checks, each position is responsible for two radios. For vacant positions, or positions on leave, the Company Officer is responsible for the daily accountability of the radios.

Attachments:

1. Portable Radio Checklist Instructions
2. Portable Radio Checklist

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