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## Ames Fire Department Standard Operating Guidelines

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Book: 2 – Routine Operations

Section: III – Equipment Operations

Chapter: 2 – **Portable Radio Accountability**

Date Approved: 11-24-2010 Revision No.: 1

Approved by:



### **PURPOSE:**

This guideline provides direction on the accountability system implemented for Ames Fire Department portable radios.

### **POLICY:**

All AFD members share the responsibility of portable radio accountability. To reduce the possibility of lost portable radios and assist in locating misplaced radios, lieutenants will monitor and enforce the following portable radio accountability system.

### **PROCEDURE:**

#### **Accountability System**

To ensure accountability, portable radios will be stored in the station chargers. AFD radios have been inventoried and labeled, and a copy of all AFD radio labels, locations, and serial numbers have been placed on the “S” Drive in the “Radio Information” folder.

- Personnel should check out radios at the beginning of their shift using a Passport accountability tag.
  - Each radio removed from a charger should be replaced with an accountability tag in the corresponding charging slot.
  - Exceptions to this should be cleared through the on-duty captain.
- Radios checked out become the responsibility of the assigned personnel.
- At the end of a shift, radios should be returned to the appropriate charger slot and accountability tags retrieved.

#### **Lost Radios**

- In the event that a radio is lost, the accountability system and serial number will facilitate quick removal from service.
- As soon as feasible, notify the appropriate captain.

#### **Radio Storage**

- With the exception of one radio per front line apparatus (i.e., E-1, R-1, E-2, R-2, T-3, and R-3), department radios will not be stored on apparatus.
  - Extra engine and/or truck radios will serve as backups and will be the responsibility of the driver/operator’s daily apparatus check.