# White Mountain Apache

**Fire & Rescue Department**

**Adopted 12/03/2012**

**Rules and Regulations,**

**SOP 104.06 Department Issued Portable Radios**

1. **Purpose**
	1. The purpose of this policy is to communicate that the department issued portable two-way radio is part of the firefighter’s uniform attire, is critical to the safety of all members, and is required for work.
2. **Scope**
	1. This policy applies to all operational personnel assigned a portable two-way radio.
3. **Policy**
	1. The portable two-way radio is critical to the safety of the firefighter and their crew to safely and effectively operate and communicate on emergency incidents.
	2. Firefighters are responsible for the safe keep of their issued portable two-way radio. Proper safe keep of the radio is necessary to prevent unauthorized use of the radio from the public.
	3. A portable two-way radio will be issued to all full-time firefighters. Portable two-way radios will also be issued to reserve firefighters living within the residency requirements of the organization. Note: Portable two-way radios issuance to reserve firefighters is contingent upon availability and funding.
	4. The portable radio shall be considered as part of the firefighter’s uniform attire and will be required to be on the employee during their shift.
	5. Failure of a firefighter to bring their portable radio to their assigned shift will result in that firefighter being sent home without pay to retrieve it as the portable radio is critical to their safety and the crew they are working with. It is also part of the uniform.
	6. In the event the firefighter’s portable radio is damaged, inoperable, lost or stolen, the firefighter shall immediately report this to his/her supervisor. Arrangements shall be made to seek a loaner from the department.
	7. The firefighter shall be responsible for the replacement price of the radio either through payroll deductions or one time replacement payment within 90 days of the day it was reported lost/stolen.
	8. Loaner portable two-way radios issued will not be issued for more than 90 days. The purpose of the loaner is to allow a firefighter enough time to find their lost/missing radio or pay for the purchase price of another.
		1. In the event the loaner radio is lost/stolen the firefighter will be disciplined in accordance with the table of penalties, including the need to replace that lost/stolen radio.
		2. The firefighter will not be authorized back to work until one radio is replaced or compensated for, with an additional 90 days granted to replace or compensate for the second radio lost.
	9. If after the 90 days and the radio has not been found or paid for the firefighter will not report to work until the full retail price of the radio has been paid for or the lost or missing radio has been returned or found.
	10. Failure to replace or compensate for any lost or damaged radio will result in suspension until such a time that radio is replaced or compensated. Any suspension exceeding 120 calendar days will result in automatic termination.
	11. In the event a lost radio was returned or found and the firefighter paid for its replacement, the firefighter can submit a request for reimbursement, minus 20% of the purchase price.
	12. Firefighters who have had their radios lost or stolen should consider obtaining a police report. The purpose of the police report is to document the incident for prosecution should the radio be found. This however does not dissolve the responsibility of the holder from the requirements of this policy.
	13. Portable two-way radios lost or damaged on emergency incidents will be handled on a case by case basis, and depending on the case or circumstance may result in the firefighter having to replace the radio at their own expense.
	14. Portable two-way radios are issued to firefighters for the purpose of off-duty response. 80% of radios reported to be stolen are stolen from the home or personal vehicle. By having the radio on the person, you are ensuring its security while helping your community.
4. **Historical Note**
	1. The policy was drafted on November 13, 2012 to address a common problem within the organization of firefighters losing their portable two-way radios and not being accountable for it.
	2. This policy was approved and adopted on 12/03/2012 at the regular chief’s meeting