



TUCSON FIRE DEPARTMENT

Administrative Manual

RADIO INVENTORY AND ROLL CALL

POLICY
801

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1 of 3

EFFECTIVE DATE
11/20/2017

REVISED DATE
NEW

I. PURPOSE

To define the procedures for completing the monthly hand held radio inventory for field units and the monthly hand held and mobile radio roll call.

II. SCOPE

This policy applies to all commissioned and non-commissioned TFD employees who utilize radios.

III. DEFINITIONS

- A. **Alias**: The name of the radio in the PCWIN system. This name can be seen by dispatchers and is maintained in provisioning manager.
- B. **Mobile Radio**: Rig radio.
- C. **PCWIN**: Pima County Wireless Integrated Network is an interoperable radio network governed by a cooperative of public safety and public works agencies in Pima County.
- D. **Portable Radio**: Hand-held radio.
- E. **Provisioning Manager**: The computer software that manages aliases display on the dispatch consoles. This software exists at the TFD Communications Center.
- F. **Radio Name**: The name assigned to a given hand-held radio that shows up on the LCD screen when turned on or keyed up, (i.e., EN001 Capt.).
- G. **Radio Roll Call**: The procedures listed herein intended to confirm that the alias displayed on the field radio LCD matches the alias displayed on the dispatch console screens at the Communications Center.
- H. **Radio Inventory**: The procedures that field crews will follow to verify that they have the correct radios in their station inventory as confirmed by serial number and/or four-digit TFD radio id number (sticker).
- I. **Radio Inventory Form**: Form utilized to document a completed radio inventory. Form is located at S:/Radio/Monthly Radio Inventory.
- J. **Radio Inventory Spreadsheet**: S:\Radio\Monthly Radio Inventory.

IV. POLICY

All portable radios shall be inventoried on a monthly basis and documented via the Radio Inventory Form.

All users shall participate in the monthly radio roll call as described in this policy to confirm accuracy of identifiers of mobile and portable radios.

V. PROCEDURE

A. Monthly Inventory

The radio inventory shall be completed by the station Captain(s) on Inspection Saturday. The Captain is responsible for checking each radio at their station in comparison to the spreadsheet. The Captain shall confirm or deny the presence of the radio and assure the radio identifiers match the Radio Inventory Spreadsheet. If radios do not match the spreadsheet, the Captain shall indicate the discrepancies on the Radio Inventory Form and send it, via email, to the Communications Captains.

B. Monthly Hand Held Radio Roll Call

1. Roll call for field units will be initiated by the Communications Supervisor during the morning hours of Saturday Inspection.
2. The rotating schedule is as follows:

Month	District
January	Battalion 1
February	Battalion 2
March	Battalion 3
April	Battalion 4
May	Battalion 1
June	Battalion 2
July	Battalion 3
August	Battalion 4
September	Battalion 1
October	Battalion 2
November	Battalion 3
December	Battalion 4

3. Beginning at 0800hrs, the Communications Supervisor will call each station in the order they determine. Roll call should last no more than 10 minutes per station. If a truck is not available during the roll call, the Supervisor will call back when that truck is back in service in the house. The start time for the roll call will fluctuate based on call load or incidents working.
4. After receiving the phone call from communications to initiate the roll call, one member from the station shall go to each radio and key up on the channel designated by the Communications Supervisor. The crew member shall report what radio they are keying up on and the radio name that is displayed on the rear LCD screen of the radio. This shall be done for each radio in the station.

5. The communications supervisor will confirm that the radio descriptor on the LCD screen aligns with the Communications record. The communications supervisor shall immediately correct errors via the Provisioning Manager software. Any radio names that are incorrect on the field unit LCD screen will be logged on the Radio Inventory spreadsheet. A communications captain will address and correct all issues during the following week.
6. Non suppression (40 hour) personnel shall contact communications on the first business day of the month to perform a radio check and complete the inventory spreadsheet referenced above.

C. Monthly Mobile (Rig) Radio Roll Call

1. Mobile radio roll call will be done at the same time as the hand held radio roll call and will follow the above process.
2. The Communications Supervisor will check the aliases to ensure assignment accuracy in the Provisioning Manager software. Any errors that are found will be fixed in the Provisioning Manager software immediately.
3. When moving to a reserve vehicle, crews shall contact Communications with rig change information. Communications personnel will change the alias to match correct assignments.

D. Spare Radios

1. When a loaner hand-held radio is needed, it shall be obtained from the respective DMT. The DMT shall make arrangements for delivery of the non- functioning radio to Communications Maintenance.
2. Notifications shall be made via phone to the Communications Captains and the Communications Supervisor (791-4803) immediately following the exchange. The Communications Supervisor will remove the non-functioning radio from the Provisioning Manager system and will update the loaner radio with the correct radio alias. The Communications Supervisor will notify the Communications Captains of the exchange via email.
3. When the Communications Captains receive the email, they will deliver a new front line radio to the crew. When the defective radio is repaired and returned from Communications Maintenance, it will be placed into the spare cache of radios held by Communications. The loaner DMT radio will be returned to the appropriate EC/BC.
4. The Inventory spreadsheet on the S: drive will be updated by the Communications Captains with the new front line radio information to ensure accuracy on the next Radio Roll Call/Inventory.

VI. REFERENCE

None