



Dothan Fire Department POLICY	
Policy Name:	Communications Equipment
Policy Number:	5
Standard:	TBD
Implementation Date:	July 12, 2017
Date of Last Revision:	June 02, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

## I. PURPOSE

To establish a policy whereby the use of department issued communications equipment is used, maintained, and accounted for in a responsible manner.

## II. POLICY

1. The Fire Department issues a Motorola radio to all department employees to provide essential communications equipment for city and department business. In addition, all Fire Captains will be issued Southern LINC radios with push-to-talk capabilities. Members who elect can elect to receive data messages from the Department directly to their personal cell phone. Additional information must be provided to IT to include phone number and carrier service which must be submitted through Fire Administration. Receiving text messages through this format is completely voluntary and not mandated by the Dothan Fire Department.
2. Southern LINC and Motorola radios are to be used for the purpose of sending and receiving official City of Dothan and Fire Department communications. These communication devices are not to be used for personal business or entertainment purposes. Official City and DFD business only!
3. Members of the Dothan Fire Department shall carry their Southern LINC radio at all times while on-duty. Members who have elected to receive pager/text messages directly to their personal cell are encouraged to keep their device on them at all times while on duty for official use.
4. Members are **strongly** encouraged to Southern LINC's during non-duty hours in case the need arises to re-call employees to fill vacancies or for notifying members with major incident and staffing information. Members are encouraged to monitor City/Department text messages during off-duty hours in the event of overtime requests, recalls, and important announcements.
5. The Southern LINC radio assigned to the apparatus shall remain in the possession of one of the members on the apparatus at all times (most often the Driver/Engineer). The Company Officer has discretion in assigning this responsibility to another person on the apparatus if they desire.
6. Members shall always report to duty with their city issued Motorola radio, Southern LINC, and all assigned accessories.

7. When reporting to duty, members must ensure that all assigned communication equipment is **fully charged** and ready for service. Members should monitor the charge status of apparatus assigned communications equipment to ensure readiness for on-coming shift.
8. Members are allowed to take their assigned Motorola 800 radio with them at the conclusion of their shift. Off duty members will be allowed to use the Motorola radios while off duty to contact communications and report emergencies in accordance with DFD Operation Guideline #18. No inappropriate communications will be allowed!
9. Department issued radio earplugs are a part of issued equipment and **must** be used by supervisors during all meetings and as needed during designated assignments. Radio communications are the responsibility of the supervisor. All other members shall wear radio earplugs, if available, during meetings.
10. Members shall maintain possession and control of all communication devices. Any member losing or having a communications device stolen must report it immediately to their supervisor. Supervisors should then report the same to the Fire Chief. This is to protect the security of the City of Dothan Communications System. All required documentation must be completed and forwarded through the chain of command as soon as it is realized that communications equipment is missing. See Dothan Fire Department Lost or Stolen Equipment Notification Form at Fire2 on Data4/DFD Official Forms.
11. Text messages deemed an emergency, should be followed by another communications medium (i.e., telephone, email, radio etc.).
12. Members shall avoid sending data/text messages to the city-wide distribution network; these messages should be sent directly to the individual or the specific group (i.e., Fire All Call). Anytime that a member sends a pager message to an All-Call Group, the member must seek approval from their Battalion Chief.
13. All messages sent through the City paging, email, and texting systems must be signed by the sender of the message. **All messages generated on any City Electronic Devices are considered “Public Record” and are available to individual citizens and the media upon request!**
14. All language will be professional and represent the Department in a positive manner.

15. Department cellular telephones are currently issued to all Battalion Chiefs and members assigned to specific duties. Members are to utilize these devices for official business only. All cell phone use (including personal cell use) is addressed in DFD Policy # 15 (Cellular Telephones and Camera Use).
16. During any meeting (Training Class, Officer's Meeting, Community Program, Monday Morning Briefing, Senior Staff Meeting, etc.), no member will create text messages. These are **NO TEXT ZONES!** If there are specific reasons that you should receive emergency texts, let the leader of the meeting know and if you receive one requiring a response, politely excuse yourself and handle the situation. Telephones must be placed on silent and go to your voice mail. Again, if you are expecting urgent calls, bring it to the leader's attention and handle the interruption in the same manner as with text messages. ***It is rude to attend a meeting and not give the speaker your full attention!***
12. All communication equipment (accessories) must be maintained by members in accordance to this policy and all organizational guidelines.

**III. RESERVATION OF AUTHORITY**

The Fire Chief reserves the authority to amend, modify or change this policy.

**IV. APPROVAL AND EFFECTIVE DATE**

- This policy is adopted and approved on this 2<sup>nd</sup> day of June, 2021.

**(Signature On File)**

**Larry H. Williams, Jr.**

Fire Chief

DOTHAN FIRE DEPARTMENT