



HORRY COUNTY
FIRE / RESCUE DEPARTMENT
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING GUIDELINE

APPROVED BY GARRY ALDERMAN, FIRE CHIEF:

DATE: 02/11/11

SOG 503

Daily Transfer of Communications Equipment

Purpose of this standard:

The purpose of this standard is to adopt a procedure for transferring radios, pagers and cell phones between shifts.

Section 1: Responsibility

It is the responsibility of the Company/Acting Company Officer to record each radio and pager, cell phone for accountability purposes.

Section 2: Applicability

All HCFR personnel shall be responsible for adherence of this policy.

Section 3: Log Book

The station manager shall establish a log book with a daily sign in/out sheets. The book shall remain in the office and records will be kept for a minimum of 60 days. After 60 days the records can be disposed of.

Section 4: Procedure

At shift change, it will be the responsibility of the Company/Acting Company Officer to assign radios, pagers and cell phones to crew members. The date, Company Officer, radio ID/Serial #, pager, cell phone, crew member, unit # and when returned should be listed on the log. At the end of shift, the Company/Acting Company Officer shall ensure that radios, pagers and cell phones are returned and logged.