



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Radio Communications	SOP: 6.6
Subject: Subscriber Unit Maintenance	Executed: September 7, 2016 Revised: October 18, 2016
Revised:  Allen W. Baldwin, Fire Chief	

SCOPE

To establish a procedure for the maintenance of Winchester Fire and Rescue radio communication equipment.

PURPOSE

All users of the department radio system must understand how to properly maintain the assigned radio communication equipment (Subscribers) and make proper notification of maintenance issues.

RESPONSIBILITY

It shall be the responsibility of all personnel that operate on the Winchester Fire and Rescue Department (WFRD) and Winchester Emergency Communications Center (ECC) radio communication system to understand and use this Standard Operating Procedure (SOP) for all radio communications.

BATTERY MAINTENANCE

Each station is equipped with a multi-unit battery charger that is designed to condition the portable radio batteries. The Admin, Utility and Serv vehicles have on-board vehicle chargers that will function in the same manner as the multi-unit chargers. The following procedure shall be utilized for all portable batteries:

1. During morning equipment checks, ALL portable radios shall be turned on to view the battery indicator and radio batteries shall be replaced with fresh batteries from the multi-unit battery charger when at least one (1) bar on the indicator has been exhausted.
2. After extended use of the radio and as indicated on the portable battery indicator following the procedure above.

3. Batteries that display issues while in the multi-unit chargers shall be taken out of service and sent to the Department Resource Specialist along with the attached completed maintenance form.

RADIO EQUIPMENT MAINTENANCE

The proper care of all radio equipment is essential for equipment life and functionality.

1. All radio hardware shall be cleaned with a damp rag when gross contaminants have been encountered. This equipment should be included in the department decontamination schedule.
2. This includes: radios, batteries, Remote speaker microphones, leather straps, etc.
3. All portable radio equipment is IP-67 rated and is considered dust proof and water proof to 1 meter. Mild soap, water and a soft brush can be utilized clean the portable and speaker microphone. Care should be taken to ensure all moisture is removed from the radio ports prior to using.
4. All radio issues will be managed by the city radio manager. Damaged radio equipment **and reporting of issues** shall be sent to **Battalion Chief Kevin Duckwall** along with the attached completed maintenance form.

MISSING RADIO EQUIPMENT

1. Radio equipment that is found to be missing shall be reported to the department administration office immediately. Personnel should try to determine the last known origin of the equipment.
2. A complete investigation shall be completed by the on-duty Battalion Officer. The Battalion Officer shall conduct an investigation to include the following information.
 - a. Statements from all personnel involved
 - b. A completed City property damage report to include make and model of radio equipment, unit identification and any associated accessories. (if applicable)
 - c. A complete police report (if applicable)
 - d. All information concerning the equipment submitted to the department Resource Specialist
 - e. Notification to the ECC who has the ability to disable the missing radio from the radio communication system.



Winchester Fire and Rescue Department
RADIO MAINTENANCE REQUEST

Personnel Making Request: _____ Date: _____

Equipment Location (Station/Apparatus) _____

Unit ID: _____

Radio Equipment: (circle one) MOBILE PORTABLE PAGER Other _____

Accessory Type: (circle one) STRAP BATTERY ANTENNA Other _____

Radio Unit ID #: _____ Serial # _____

Description of Problem:

Submit this form and loose equipment to BC K. Duckwall

Do Not Write Below

Solution:

Equipment Status: (circle one) Replaced O.O.S. Repaired and Returned

Repair by: _____ Date: _____