

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION</b> 03		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> COMMUNICATIONS R O S T E R I N G   A N D   A L I A S   R A D I O A S S I G N M E N T S	<b>SECTION</b> 10	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 5 October 2020

**I.     PURPOSE**

This policy provides personnel with information on rostering and radio assignments.

**II.    SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding lifeguards.

**III.   AUTHORITY**

The fire chief authorizes the information within this policy.

**IV.    POLICY**

Personnel accountability is paramount for emergency services incidents. To ensure accountability, officers and supervisors are charged with the responsibility of the accuracy of mobile device rosters, unit radio assignments and portable radios assignments.

**A.     Mobile Device Roster**

1.     All on-duty personnel shall be logged onto the mobile device of their primary apparatus.
2.     Captains shall be responsible to log-on assigned personnel as soon as practical at the beginning of each shift and after every personnel change.

**B.     Radio Identification**

1.     Alias Data Base
  - a.     The 800 MHz alias data base (ADM) for all cities in the Metro Zone is maintained at the Metro Zone Emergency Command and Data Center (ECDC).
    - 1)     This provides the identity of the radio user when transmitting or during an “EMER” activation.
    - 2)     It is critical that the correct information is maintained in the alias database, otherwise ECDC is unable to identify the unit/position when the radio is keyed or the “EMER” activated.
    - 3)     If a radio is not logged on correctly, ECDC terminals only receive the six-digit radio identification and not the unit and position.
    - 4)     To ensure the correct 800 MHz radios are reflected in the alias database the following process will be followed:
      - a)     On the first day back of a go-around for each division, crews shall verify the radio ID numbers of all radios, including long-staffed radios, against the 800 MHz alias database which is posted on the SDFD WebPortal.
      - b)     All radios shall be checked for colored antenna tape.

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 03		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT:</b> COMMUNICATIONS ROSTERING AND ALIAS RADIO ASSIGNMENTS	<b>SECTION</b> 10	<b>PAGE</b> 2 of 2	<b>EFFECTIVE DATE</b> 5 October 2020

- c) Any discrepancy in numbering shall immediately be reported by the company officer via email to the SDFD Dispatch Management Team (SDFDDispatchManagementTeam@sandiego.gov).

2. **Portable Radio Identification System**

- a. To maintain accountability of individual portable radios assigned to an apparatus, colored tape is attached to the antennae of each portable radio.
- b. The color will indicate which position the radio is assigned to.
- c. When a radio is replaced, the antenna will be taken off the old radio and attached to the replacement.
- d. The color-coded format will be in accordance with the current "tagging" system used by the rapid intervention crew.
  - 1) Red Captain
  - 2) Green Engineer
  - 3) Yellow Firefighter 3
  - 4) Blue Firefighter 4
- e. Spare rolls of colored tape are stored at each battalion headquarters.

3. All apparatus and radio change-outs require ECDC to log into the ADM and update the new radio identifiers.

C. **Radio Change Out Procedures**

1. When a portable radio exchange is needed due to damage or technical problems:
  - a. The new radio becomes the permanent radio assigned to that company and position.
  - b. Exchange the colored antenna with the old radio.
  - c. Tag the old radio with sender information and a description of the problem.
  - d. If damaged, follow the lost, damaged equipment procedures.
  - e. The battalion chief will exchange radios with ECDC (do not mail radios via the inter-departmental mail system).
  - f. The new radio identifier will be immediately reported by the company officer to ECDC for alias database update