

	JEFFERSON COUNTY DEPARTMENT OF EMERGENCY SERVICES STANDARD OPERATING PROCEDURES	Initial: 03-01-2006
	SOP#: FIRE 3-01	Revised:
	Subject: Basic Rules for Radio Operation	

BASIC RULES FOR RADIO OPERATION

A. PURPOSE

The manner in which radio operations are handled is often a measure of the efficiency of an organization and the attitude of its individuals. Application of the general do's and don'ts outlined here lead to professional performance.

B. PROCEDURE

1. The Jefferson County Communications Center will be identified as "Jefferson County" for fire purposes.
2. All radio transmissions over the Fire frequency will be in plain English; the use of ten (10) codes is not permitted.
3. Listen before transmitting to make certain the channel is clear, and organize your thoughts before transmitting. The over-eager operator is a source of wasted time and confusion.
4. Keep all transmissions brief and to the point. Avoid long-winded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important, however; they should be considered in that order.
5. Speak distinctly and pronounce words carefully. Speak at a slow speed using your conversational tone of voice with natural emphasis and rhythm. A message should be spoken by phrases, not one word at a time.
6. When necessary, for reference, use official titles and authorized apparatus designations in all transmissions. Do not use nicknames.
7. During all radio operations, remain cordial and calm. Words or voice inflections, which reflect an individual's irritation, disgust or sarcasm, are not to be used. Remember, your conduct on the radio reflects on your entire company.
8. No one fire company or emergency should command the dispatch frequency. Remember that the dispatchers could be handling any number of emergencies at the same time.