

**FAUQUIER COUNTY SHERIFF'S OFFICE
COMMUNICATIONS DIVISION
STANDARD OPERATING GUIDELINES**

SUBJECT: Communications with Mobiles and portables		NUMBER: 04.008
DATE ISSUED: October 1, 2008	AMENDS: All Previous	EFFECTIVE DATE: July 1, 2012

1.0 Policy

It is the policy of the Communications Division to provide uniform consistent radio communications in compliance with FCC regulations, and Fire & Rescue policy.

2.0 Purpose

To establish protocol necessary for employees to provide clear and concise direction to all radio users on the proper use of the radios and in the use of radio unit designators.

3.0 Procedures

3.0.1 Radio Communications

3.0.10 All Fire Ground general announcements to Fauquier shall be followed by a single alert tone and echoed by Communications "Command to Fauquier advise all units of a down arching power line on side c". Communications sets off one alert tone and echoes the announcements.

3.0.11 The identifying call word FAUQUIER will be used by the communications center when communicating with mobile and portable units and by all mobile and portable units when calling the county with the exception of going "responding" and "on scene"

3.0.12 When responding to alarms, all units must make sure that FAUQUIER acknowledges appropriate units as responding. Each and every unit should be placed on the air.

- A. All chief officers will be acknowledged.
- B. Captains and lieutenants will not be acknowledged unless officer-in-charge.
- C. All responding apparatus will be acknowledged.
- D. All apparatus and Chief Officers arriving on scene will be acknowledged.

The placement of fire under control will be acknowledged as follows:

Single alert tone "OK Chief 12, fire under control on box # and address, 1850."

- Apparatus returning to station or marking itself available will be acknowledged.
- It is not necessary to sign "off radio" at the station.

4 Radio Designations:

For security and privacy purposes, at no time should names of employees be used over the air. If information of a personal nature needs to be transmitted, the use of land-based communications or cellular is encouraged. For this reason the following radio designations will be used by all Fire and Rescue units.

4.0 Unit designators

The list below is not complete. Similar units from each company will carry their numerical assignment as shown below.

"Fauquier"	=Communications Center
"Station 1"	=Station 1
"Engine 1"	=Engine found at Station 1
"Wagon 1"	=Wagon found at Station 1
"Wagon 1B"	=Additional wagon found at Station 1
"Gator 1"	=Gator Vehicle found at Station 1
"Rescue 1"	=Rescue Squad/Technical Rescue
"Tower 1"	=Aerial Device found at Station 1
"Ambulance 1"	=BLS Transport unit
"Shock-Trauma 1"	=EMT Enhanced Staff
"EMS-1"	=ALS Equipped Vehicle
"Haz-Mat 3"	=Haz-Mat Response Vehicle
"Battalion 1"	=Battalion Officer On duty
"Boat 7"	=Rescue boat located at Station 7
"Command 1"	=Command vehicle at Station 1
"Utility 1"	=A vehicle at Station 1
"Car 1"	=A vehicle at Station 1
"Brush 1"	=A brush Truck at Station 1
"Truck 621"	=Ladder Truck at Co 621

Staff Positions

"Chief 1"	=Fire Chief
"Chief 9"	=Rescue Chief
"Assistant Chief 1"	=Assistant Fire Chief at Station 1
"Captain 1"	=Line Officer from Station 1
"Lieutenant 1"	=Line Officer from Station 1
"Chief 1100"	=Career Fire Chief
"Assistant Chief 1100"	=Career Assistant Fire Chief
"Training 1100"	=Career Training Officer
"Operations 1100"	=Career Operations Officer

- 4.1 When Fauquier units are operating outside of Fauquier County all units will prefix their identity with 1100. Example: Chief 1 would become Chief 1101 and Wagon 1 would become Wagon 1101. Outside agencies operating in Fauquier shall add their prefix number to their call sign (Engine 1403). Units that respond into Fauquier County that are not members of the COG shall be identified as the jurisdiction they are from then their unit number (Louisa Wagon 1).

- 4.2 In addition to these designations, special incidents may require the use of additional command references. The Incident Commander will be required to notify the Communications Division of the designations.
- 4.3 All personnel should confirm contact with the unit they are attempting to communicate with, including "Fauquier," prior to the sending of any message. Completing this process will improve the chances that the message is received and will reduce repeat transmissions.
- 4.4 Standard "plain language" dispatch terminology will be used to avoid confusion. Examples of this terminology include: "on the air", "available", "on the scene", etc.