

CLIO AREA FIRE DEPARTMENT POLICY

COMMUNICATION LOGS AND REPORTS

A communication log will be maintained at each base set location.

The radio operator must include in the log, the incident number, location, time, date, and operator's signature as well as maintaining an accurate account of all communications. All telephone communications resulting from radio traffic should be maintained in the log.

The Fire Officer and the Radio Operator shall complete all necessary reports and attendance record.