

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Issuing of Motorola Minitor Pagers	SOG # 2-17
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

A. PURPOSE

1. The purpose of this procedure is to establish efficient and proper issue of Minitor Pagers to members of this department. It is designed to provide notification to members of the fire department of emergency incidents requiring their response.

B. REQUIREMENTS

1. Qualifications for Issue
 - a. The members' must be accepted as a member of the Hampton-Valley Forge Volunteer Fire Department.
2. Duties
 - a. The member must continue to be a member in good standing of the department and maintain that status in order to keep custody of the Minitor Pager.
 - b. The member must respond to a minimum of 10 % of the alarms each calendar year in order to keep the Minitor IV Pager in their custody.

C. RESPONSIBILITIES

1. Maintenance
 - a. Each member will be responsible for proper maintenance, theft, repairs, and replacement after the initial issue loss where negligence is found on the members' part while the pager is assigned to their custody. The Fire Chief or President of the department must approve the replacement or repair.
 - b. Any maintenance or problems will be directed to the Fire Chief.
 - c. The department shall keep on hand new batteries for the Pagers when needed.
2. Records
 - a. The member must sign for the custody of the Minitor Pager, Charger Unit and accessories as provided and will be responsible for the condition of the Pager Unit, including but not limited to damage due to negligence,

damage or loss.

3. Non-Compliance to Responsibilities

- a. It shall be the Fire Chief's responsibility to notify those members not meeting this requirement. The Fire Chief or his designee shall recommend whether or not the member shall keep the Minitor Pager. It shall then be determined what action is to be taken.
- b. Failure to comply with the by-laws of the Hampton-Valley Forge Volunteer Fire Department for retainment of membership status or failure to comply with this departments Standard Operating Procedures may result in the member being directed by the Fire Chief to turn in items that are the property of the department for reassignment by the department.