CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 2.04 – Incident Recorder **June 15, 2013**

1.0 PURPOSE

The purpose of the this guideline is to explain the function of the Incident Recorder system and its purpose within the Carver Fire Department.

1.1 SCOPE

The Incident Recorder is for use by members of the Carver Fire Department

1.2 POLICY

The Carver Fire Department has implemented a Digital Incident Recorder system to monitor and record emergency telephone and radio calls on 911 – Fire, 471.250 (Carver Fire Alarm), 483.662 (Carver Police/EMS Channel through a scanner) and selected programmed scanner frequencies. The primary intent of this recorder is to maintain an accurate log of all calls associated with these channels, pertaining to emergency responses. The secondary intent is to help Fire Dispatchers, Fire Officers and Firefighters monitor and analyze their radio communications in order to maintain proper radio procedures.

01. Four Communication Channels are currently monitored:

- **A.** 911 – Fire (Not in-service at this time)
- **B.** Carver Fire Alarm
- **C.** Carver Police/EMS
- **D.** Selected programmed scanner frequencies

02. The Carver Fire Alarm, Carver Police/EMS and Programmed Scanner Frequencies channels, shall be accessible to Fire Dispatchers, Fire Officers and Firefighters for listening/training purposes only, through the Department network.

03. The recorder shall have a specific password for access by Fire Personnel.

a. Username = Carver
b. Password = cfd

04. Other Department's wishing to use the recorder, may do so utilizing their own Department specific password.

05. Fire Dispatchers, Fire Officers and Firefighters will have the ability to monitor the radio frequencies at any time, in order to aid in their job performances.

06. The removal or editing of any radio messages, without the permission of a Chief Fire Officer, will not be allowed.

07. Fire Dispatchers, Fire Officers and Firefighters wishing to copy channel recordings onto a CD and play at another location for training purposes is allowed. Providing the following:

- **A.** It is used for training purposes only
- **B.** It is not re-distributed
- **C.** Have permission by a Chief Fire Officer