

**BODEGA BAY FIRE DISTRICT**  
**STANDARD OPERATING PROCEDURE**

<b>WRITTEN BY:</b>	<b>ELSON</b>	<b>APPROVED BY:</b>	<b>NUMBER: 10</b>
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**SUBJECT: PAGERS**

**DATE: 15NOV96**

**UPDATED: 6AUG03**

Due to the consistent heavy radio traffic on REDCOM, REDCOM dispatch will no longer test pagers within the county.

No attempt should be made by employees or volunteers to repair their pagers. If the equipment is not functioning properly, it should be returned to the station for repairs. An equipment repair form shall be completed. Both the pager and the form shall be turned into the on duty Captain. The on duty Captain shall notify the Operations Officer and Maintenance Officer.

When a pager is returned for repair, a complete report shall be completed concerning the problem with the pager. The report shall contain the equipment number, date of problem, nature of problem, name of the firefighter and number of any replacement equipment issued. All equipment loaned shall be coordinated through the Operations Officer or Equipment Manager as appropriate.