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CITY OF SPOKANE  
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[06]
LGL 2005-37	
TITLE: <b>RADIO EQUIPMENT AND TRANSMISSIONS</b> EFFECTIVE DATE: JULY 1992 REVISION DATE: MARCH 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish procedures for the proper use of radio equipment and transmissions.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

## 5.0 POLICY

The proper use of radios and transmissions is essential to establishing communications with crew members who are on their routes or otherwise out in the field.

## 6.0 PROCEDURE

- 6.1 Each crew shall check in with proper radio station before leaving the yard and upon returning to the yard at completion of their route.
- 6.2 Each crew shall have the radio on at all times while on their route.
- 6.3 Each crew shall use the "route number" for identification purposes. For example, "Route 20 to Station G to Route 21."
- 6.4 Each crew shall check in and out with proper station for all breaks.
- 6.5 Each crew shall notify the Base of all accidents, regardless of how minor.
- 6.6 Each crew shall notify the Base of all mechanical malfunctions, and whether the driver intends to turn in the vehicle for repairs. A copy of the repair order is to be turned in to the supervisor at the end of the shift.
- 6.7 Employees shall not use the C.B. lingo on the radio or use any profanity. Keep radio messages brief and to the point – no sarcasm.
- 6.8 ~~Each crew shall check in before leaving route area to see if any other route needs assistance.~~
- 6.9 Each crew shall comply with all radio regulations of the FCC and avoid general misuse of radios.

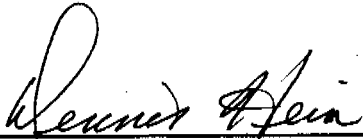
## 7.0 RESPONSIBILITIES

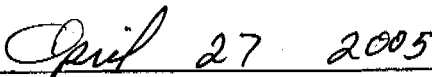
The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

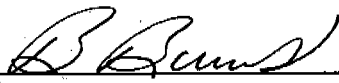
8.0 APPENDICES

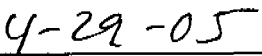
Not Applicable

APPROVED BY:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney (Asst)

  
\_\_\_\_\_  
Date