



Virginia Beach Department of Emergency Medical Services



CASS # 103.01.01

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## Administration

### PAGER ASSIGNMENT AND OPERATION POLICY

**PURPOSE:** The purpose of this policy is to establish procedures concerning the assignment, use and maintenance of all pagers used for the purpose of receiving communications over the rescue frequencies.

**APPLICABILITY:** This policy shall apply specifically to all pagers authorized for use on the rescue frequency, whether personally, squad or city owned, which are carried by the Department members.

**RESTRICTIONS:** Individuals shall be prohibited from using any communications device, which received communications on any EMS frequency for the intent of using such information for other than what it is intended in accordance with Federal Communications Commission rules and regulations.

**POLICY STATEMENT:** It shall be the policy of the Department to maintain proper inventory and accounting of all pagers used by Department personnel. Specific assignments, use, care and maintenance procedures are hereby established to ensure said accountability.

The following policies/regulations/rules shall apply:

1. All pagers, whether personally, squad or Department owned, shall be assigned directly by the central office personnel, upon request of the Squad Commander and approval of the EMS Chief, to active, certified Department personnel. Cap code changes will be made only upon written request of the squad commander with the approval of the EMS Chief.
2. Assignees shall sign and be responsible for the pager and the subsequent reasonable care thereof. Tampering with, or the modification of

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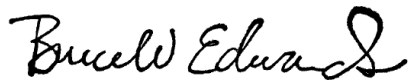
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the pagers will be prohibited. This includes, but is not limited to:

- a. painting the pager
  - b. placing stickers on the pager
  - c. opening the case (excluding the battery door when replacing, or checking the battery)
  - d. engraving or otherwise defacing the pager
  - e. changing "cap code" numbers
  - f. deliberately risking the pager (e.g. dropping it in water or on a surface to "test" it)
3. Personnel whose pagers/chargers are in need of repair are responsible for contacting the EMS Administration Office.
  4. Upon termination of affiliation, becoming inactive, or upon request of the Chief of EMS, Department pagers will be returned in person directly to the designated Administration Office personnel.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

#### APPROVED:



1/1/2008

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EMS Chief

Date

Originated

4/11/1986

Revised

1/1/2008