

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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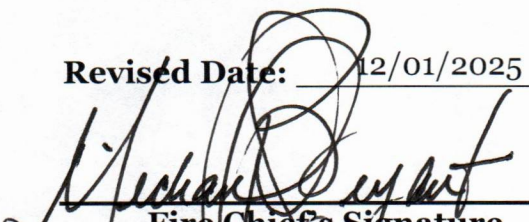
**EQUIPMENT AND APPARATUS**

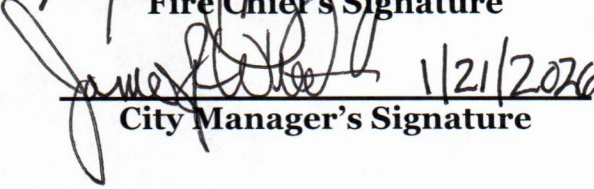
**SOP#:** EA 6.00

**Title:** Portable Radios

**Effective Date:** 01/01/2009

**Revised Date:** 12/01/2025

  
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**Fire Chief's Signature**

  
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**City Manager's Signature**

**PORTABLE RADIOS**

**I. PURPOSE**

To provide information and guidance on the operation and functionality of the Motorola APX6000XE portable radio used by this department.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. POLICY**

The City of Poquoson Fire/Rescue Department is committed to provide and maintain the safest working environment possible in what can be the worst conditions imaginable.

In this regard, reliable communications is paramount. The proper use of our radio hardware and software requires us to continually train and evaluate our actions during both emergency and non-emergency operation in order to minimize any problems.

Radio etiquette is also a very important factor of our communication process.



For the District  
2008/01/11

Clear and effective communication allows the Incident Commander and other on scene personnel to track the position and movement of personnel reducing the time required to affect a rescue if the situation arises.

### **III. RESPONSIBILITIES**

It will be the responsibility of each Company Officer to ensure that all personnel under their command are familiar with and possess the ability to utilize the various functions programmed into the Motorola APX6000XE.

### **IV. PROCEDURES**

The Motorola radios in use by the department allow for routine radio traffic along with scanning of multiple channels.

- All personnel are assigned a portable radio. The radio shall be carried and operational at all times.
- Portable Radios shall be secured when carried on the person. This may be accomplished through the use of:
  - Belt Clips
  - Radio pocket on turnout coat
  - Leather holster with shoulder strap
- Each staff member is responsible for ensuring the security of their issued radio. Your assigned radio must not be left unattended, hanging from the apparatus doors, or anywhere where it could be damaged or stolen. If a radio is stolen or damaged due to negligence, the employee may be responsible for replacement.