

# Buechel Fire Protection District

## Chain of Command

COC-0009

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Title: **Communications Officer Description**

Approval Date – 5-5-1987

Section	Instruction
1.	The Communications Officer shall be responsible for all fire district radios, pagers and cellular phones used by the fire district. The Communications Officer reports directly to the Assistant Chief who will oversee the administration of the fire districts FCC license and certifications.
2.	The Communications officer is responsible for the purchase, maintenance, and service of all radio equipment. General supervision is received from the Assistant Chief of the district. All problems, with the operation or repair of the radio equipment, is to be reported to the communications officer.
3.	The Communications Officer shall keep accurate records of inventory, preventive maintenance and repairs made to all communication equipment for the serviceable life of each component.