

OTHER- FM Team - Two-way Radio

	Activity	Who	Form/Hyperlink
Step 1:	New Employee/Employee division change	Director	N/A
Step 2:	Order a radio from Roe-Comm	Director or Support Staff	https://www.roecomm.com/contact-us.htm
Step 3:	Add person to system/data base plus activate radio (must program and activate radio)	Roe Comm/Rick Hochstedler	https://www.roecomm.com/contact-us.htm
Step 4:	Yearly review of number of two-way radios per area	AVP Office	N/A
Step 5:	Annual billing for two-way radios per area	BOPS	N/A