OPERATION PROCEDURE FOR LOSAP CREDIT

1. The finger reader shall be used for the purpose of logging a department member into the LOSAP point system. Members must have their finger scanned to receive credit for any alarm response.
2. Finger reader activation and deactivation for alarm response:
   - Any department member who responds to an alarm activated by the Dix Hills Fire District's dispatcher shall receive credit for their response by adhering to the following procedures:

- When the Incident Commander authorizes a signal twenty-five (25) dismissal of members. At such time, the dispatcher will activate that company's finger reader. All members who responded to the alarm shall have their finger read for LOSAP credit.
- At the officer's request, the dispatcher shall activate the finger reader for the hospital transporting crew upon their completion of transportation. The crew will be given credit for all alarms received while they were operating.
- When the dispatcher is operating multiple alarms, no member shall request activation, nor shall the dispatcher activate the finger reader until a signal twenty-five (25) has been ordered by the Incident Commander for the most recent alarm.
- The dispatcher shall manually enter the identification number of all responding chiefs, first responders (ABLE, MD, 2-8-10) and any other members at the scene authorized by the Incident Commander.

3. To receive LOSAP credit for all training, meeting and any other events or functions authorized by the Chief of Department, the following procedure shall be followed:
   - The officer (OIC) of said training, meeting or event / function shall notify the dispatcher to generate an event log containing all pertinent details of said event.
   - Upon completion of said training, meeting or event / function the officer (OIC) shall notify the dispatcher to open event log at respective location for finger read.
   - All members who are authorized to receive credit shall have their finger read at the completion of the event.
   - Any member who has missed the opportunity to finger read in a timely manner (event log time out or dispatch close out) shall have 72 hours to submit a "alarm response or point credit form" via dix hills fire department web site under "member forms" section. See Chiefs Order 23-02.
4. Failure to follow will result in forfeiture of LOSAP credit.