



**Shenandoah County  
Emergency Communications Center**

600 North Main Street, Suite 109, Woodstock, Virginia 22664  
work 540.459.6101  
fax 540.459.6200  
[911dispatch@shenandoahcountyva.us](mailto:911dispatch@shenandoahcountyva.us)

**PUBLIC SAFETY RADIO ISSUE - REPORT FORM**

**1. REPORTER INFORMATION**

Name: \_\_\_\_\_  
Company/Agency: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

**2. DATE & TIME OF ISSUE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Issue Frequency:  One-time  Ongoing  Intermittent

**3. LOCATION**

Address / Area: \_\_\_\_\_  
Building / Vehicle (if applicable): \_\_\_\_\_

**4. RADIO DETAILS**

Type:  Portable  Mobile  Pager  
Radio ID / Serial #: \_\_\_\_\_  
Channel: \_\_\_\_\_

**5. ISSUE TYPE**

- Cannot transmit
- Cannot receive
- Static / noise
- Garbled audio
- Dropouts / dead spot
- Other: \_\_\_\_\_

**6. BRIEF DESCRIPTION OF ISSUE**

\_\_\_\_\_  
\_\_\_\_\_

**7. STEPS ALREADY TRIED**

- Restarted radio
- Changed location
- Tried different channel
- Checked for broken parts (antenna, mic, etc.)
- Other: \_\_\_\_\_

Please email the form to Kay Rhonda or Lizzie. Thank you for your assistance.

[kdelligner@shenandoahcountyva.us](mailto:kdelligner@shenandoahcountyva.us)

[rhondaw@shenandoahcountyva.us](mailto:rhondaw@shenandoahcountyva.us)  
[Ebarb@shendoahcountyva.us](mailto:Ebarb@shendoahcountyva.us)