

Genesee County Emergency Communications
Radio / IT Work Order

Date: _____ Work Order # (Communications)

Contact Name: _____ Department: _____

Contact #: _____

Equipment: _____

PROBLEM

Date Problem first occurred: _____

Describe Specific Problem:

SOLUTIONS

Date Tried: Describe Action and Outcome

If Solved **Employee Name:** _____

Date: _____ **Solution:** _____

Escalate to Genesee County IT Department (IT Use only)

Date
Email: _____ **Call Logging Work Order #:** _____

Contact at IT: _____

Department
Employee: _____

Send To:

Mail:
Genesee County Emergency Communications
165 Park Road, Batavia, NY 14020

Email: 911center@co.genesee.ny.us

Fax: 585-343-9129