B. Procedure

1. All department vehicles shall be equipped with two-way radios.

2. Every patrol agent engaged in a field assignment shall have constant access to radio communication.

3. Radio transmissions shall be in disciplined, courteous, clear speech. The following are authorized codes:

   a. CODE 1 - informs all units of an emergency or high-priority call, to standby, cease transmitting, and listen.

      (1) Field units or dispatcher may initiate a CODE 1.

      (2) Dispatch shall initiate a CODE 1 on the following in-progress calls:

          (a) Officer needs help
          (b) Robbery
          (c) Assaults with deadly weapon
          (d) Suicide with weapon
          (e) Pursuits

      (3) Dispatch shall alert tone the following calls: patrol units shall initiate a CODE 1 when necessary:

          (a) Robbery just occurred
          (b) Robbery alarms
          (c) Burglary in progress or just occurred
          (d) Barricaded gunman or hostage situation
          (e) Major accidents or disaster involving numerous injuries
          (f) Panic Alarms

      (4) In the patch or all call mode, dispatch shall give the following information:

          (a) Location of call
(b) Nature of call

(c) Time element: in progress or just occurred

(d) Weapons involved

(e) Suspect and vehicle information

(f) Known injuries, fire department notified

(g) Other hazards or complications

(5) Dispatch will receive acknowledgment from the field unit assigned the call.

Assign the backup units.

(6) Alert toned transmissions can be ceased upon designating the primary channel to be used during the emergency and announcing a CODE 1 or by resuming normal traffic.

b. CODE 2 - indicates an urgent call short of an emergency situation. Urgent calls have priority over all other police matters except emergencies.

c. CODE 3 – indicates an emergency call

(1) Spotlight and public address system may be used to facilitate code response.

(2) Except as specified in C.(3) below, the use of emergency equipment shall be justified only in cases where there is a danger to the public.

(3) The use of emergency equipment, which includes hazardous warning lights, shall be authorized in the following situations: pursuit, response to an emergency, response to crimes in progress, stopping violator, motorist assist, and parking on the roadway.

(4) There are special circumstances under which the unnecessary use of emergency equipment compounds traffic problems.

(5) Any call that is not in progress and does not require an emergency response, shall be considered a routine call. Agents responding to routine calls shall obey all traffic laws and should not utilize emergency equipment unless the circumstances surrounding the call change necessitating an emergency response.

d. CODE 4 - indicates a situation is under control and no further
immediate assistance is required.

(1) When broadcasting a Code 4, field units shall give their location.

(2) When a Code 4 is not received from a field unit within four minutes of initiating a traffic or suspicious person/vehicle stop, etc., a back-up unit shall be sent to assist the agent.

(3) Upon broadcast of a Code 4, any units still enroute return to their other duties and do not continue to the scene.

e. CODE 5 - used by dispatch to advise a field unit of a wanted person or stolen vehicle. Used by a field unit to request assistance when the use of clear speech is unsafe.

(1) Code 5 details shall not be broadcast by dispatch until requested by the field unit who does not request such details until he is in a safe position to do so.

(2) A field unit in a Code 5 situation shall be assigned a back-up.

(3) The following designators shall be used for CCIC/NCIC active wants to advise the concerned field unit of the type of want:

Code 5 Frank - used to indicate the Code 5 is a felony want.

Code 5 Mary - used to indicate the Code 5 is a misdemeanor want.

Code 5 Adam David - used when the "hit" indicates "armed and dangerous."

(4) In the event of a driver's license suspension or other irregularity, the Wants dispatcher advises the field unit of the irregularity in clear speech. DUS, DUD, or NOL do not of themselves constitute a Code 5.

f. CODE 6 - indicates Communication personnel or field units shall advise drivers in traffic collisions to file their reports at the police station within 72 hours if the following criteria are met.

(1) Noninjury

(2) No intoxicated drivers

(3) No unusual circumstance (DUS, no license, etc.)
(4) Vehicles are safely operable

(5) Drivers information exchange forms are completed at the scene

It shall be the responsibility of the Sector Commander, or his/her designee and upon consulting with the on-duty Communication Section supervisor to determine the need for the Code 6 procedure in the event of severe storms or special operations. A CR number shall not be issued to reported accidents under the Code 6 procedures until the accident is reported at the station.

g. CODE 7 - indicates a meal break.

h. CODE 8 - indicates a call to assist a fire department with a fire or fire alarm.

i. CODE 9 - used by dispatch to indicate to a field unit that a subject has a criminal history of a violent nature, which may possibly include weapons.

(1) Airing of criminal history shall be against NCIC/CCIC policy.

(2) A field unit with a Code 9 subject shall be assigned one or more back-up units Code 2.

j. CODE 10 - indicates the Communication Section will advise reporting parties that vehicles involved in traffic collisions can be safely moved out of traffic pattern if the following criterion are met.

(1) Noninjury.
(2) Vehicles are drivable.
(3) Reporting party is one of the drivers.
(4) Both drivers remain on scene.
(5) Complete vehicle description is obtained.
(6) No unusual circumstances (DUI, etc.).

k. CODE 13 - used by dispatch to advise field units that a subject is possibly involved in gang activity.

l. CODE 20 - used by field supervisors to request dispatch to contact the Public Information Officer and have him respond to a scene to handle news media duties.

3. In the following situations, assist units shall be assigned routinely by dispatch:

a. Code 5
b. Felony-in-progress calls

c. DOA

d. Accident with injuries

e. DUI stops

f. Suspicious vehicle or person stops

g. Domestic

h. Silent or audible alarms in the event the VAR criteria are met, dictating a response or an agent self-initiates a response.

i. First aid where helicopter is enroute

j. Attempt to locate wanted subjects and runaways

k. Any first aid involving violence

l. Fights in progress

m. Landlord/tenant dispute

n. Neighborhood disputes

o. Any other call where, in the judgment of the dispatcher, a back-up unit may be needed.

4. Assist units shall be dispatched on an alternate channel in officer initiated Code 5 situations.

5. Routine calls shall be dispatched using the following format:

a. Call proper unit and receive acknowledgment.

b. Give location of call.

c. Give nature of call.

d. Give priority of call.

(1) In progress
(2) Just occurred, time lapse
(3) Cold

e. Advise if reporting party wants contact.

f. Give brief details of call.

6. The phonetic alphabet listed below is used to transmit all letters:
A Adam     N Nora
B Boy      0 Ocean
C Charles   P Paul
D David     Q Queen
E Edward    R Robert
F Frank     S Sam
G George    T Tom
H Henry     U Union
I Ida       V Victor
J John      W William
K King      X X-Ray
L Lincoln   Y Young
M Mary      Z Zebra

7. A Communication’s Center supervisor or his/her designee shall manage the
staff and divisional master unit call sign list. Divisional Administrative
Assistants shall monitor and make changes to the master list, as it pertains
to their Division.

8. Should there be a Code 1 on a primary channel, all units not involved in
the Code 1 shall switch to an alternate primary channel.

9. The following format shall be used to broadcast descriptions of persons
(omitting unknown items):
   a. Name
   b. Race
   c. Sex
   d. Age or date of birth
   e. Height
   f. Weight
   g. Hair
   h. Eyes
   i. Complexion
   j. Physical marks, scars, limps, etc.
   k. Clothing (head to foot)

10. The following format shall be used to broadcast descriptions of vehicles
(omitting unknown items):
    a. Color
    b. Year
    c. Make
    d. Body style
    e. License plate or VIN

11. Units shall normally operate on the primary channel and remain on an
alternate channel only long enough to transact business and then
promptly return to the primary channel.

12. Agents shall advise dispatch of their locations in the following instances:
a. Arrival on scene
b. Advising Code 4

C. Rule

1. All department communication including radio, telephone, teletype, and mail shall be reserved for official business and shall not be used for personal purposes.

2. All department radio operations shall be conducted in accordance with Federal Communication Commission (FCC) procedures and requirements.