St. Joseph, Missouri Police Department

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Communications/Radio Procedures	

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I. Policy

The St. Joseph Police Department will maintain standardized radio procedures to ensure consistent and safe communication practices.

II. Procedure

    A. Involving field members

        1. Radio communications to and from field members shall occur when:

            a. Members are going in or out of service.

            b. The member is dispatched, arrives, or clears from a call for service;

            c. The member conducts self-initiated activity;

            d. The member requests back-up units or provides status information during calls for service; and

            e. The member is in a status of "busy unless urgent" or "out of service".

        2. Unless exigent circumstances exist, the proper procedure for radio use is for the member to make sure there is no current radio traffic, call out his/her radio number and activity type (if self-initiated) and pause; once the dispatcher responds to "go ahead", the member shall give his/her location and any pertinent information that is immediately necessary. If the dispatcher does not respond right away, the member will repeat his/her traffic.

        3. Members will be recognized by designated radio numbers. These numbers will identify members by their assigned division, shift, district or supervisor status. Members will refrain from using coworkers' names and/or aliases over the radio.

    B. Involving the Communication Center

        1. When calling members, dispatchers will use a double-tone for a priority call and a single-tone for a lower priority call. When a high priority call comes in, the Communication Center may use a "pre-alert" that will broadcast known pertinent information prior to actually dispatching units. This can be helpful

for any unit that may already be in the area or provide officer safety for those driving through the area.

    2. The Communication Center shall record in CAD the status of patrol members to include going in and out of service (once notified by the member) and any activity during the shift.

    3. The Communication Center will normally relay all communications with other agencies, as this provides an easily accessible record of correspondence.

C. Radio etiquette

Professionalism will be required at all times. Members must consider that radio traffic is monitored by the public and media, and all radio traffic is recorded by the Communication Center.

    1. Members will:

        a. Be concise but thorough;

        b. Speak with authority;

        c. Speak in a clear, steady tone; and

        d. Pre-plan radio transmissions when possible.

    2. Members will not:

        a. Argue on the radio at any time;

        b. Speak too quickly or too slowly;

        c. Cut off transmissions; or

        d. Use foul language.

D. Emergency Code One button

    1. Each hand unit is equipped with an emergency "Code One" button that can be pressed in the event of an emergency. The button should not be pushed for routine calls or requests for back up, but in serious, life or death situations.

    2. When the Communications Operator receives an emergency notification, he/she will call the affected unit and announce "Unit number, Code One, call control," and notify a supervisor. The *only* response for the officer to indicate everything is okay is "Unit number, Code One error." **ANY** other response will imply that the officer is in imminent danger and the Communication Operator will send back up units.

    3. If the officer is okay and gives the correct response, he/she will need to reset their emergency button by either holding it down for 3 seconds or turning their radio off and back on. Failing to reset their radio *may* lock them onto the main dispatch channel.

E. Ten codes

Although department members should be using plain language on the radio, the following brief list of ten codes has been approved:

    1. 10-04   Message received

    2. 10-06   Busy, unless urgent

    3. 10-07   Lunch or break

    4. 10-08   Unit clear

    5. 10-12   Confidential traffic

    6. 10-13   Arrived, waiting backup

    7. 10-23   Unit arrived

    8. 10-24   Unit cleared

9. 10-26   Possible communicable disease
10. 10-27   Send backup
     a. J1 non-emergency
     b. J2 emergency
11. 10-28   Registration check
12. 10-29   Wants/warrants check
13. 10-38   Traffic stop
14. 10-41   Begin watch
15. 10-42   End watch
16. 10-50   Traffic crash
     a. J1 non-injury
     b. J2 injury
     c. J3 blocking traffic
     d. J4 fatality
17. 10-90   Bomb threat
18. 10-91   Death investigation (homicide/suicide)
19. 10-92   Sex crime
20. Code 3   Officer is responding with lights and siren activated
21. Code 4   Situation under control

F. BOLO's/Try-to-Locates/Confidential Information
1. When a member is ready to issue a BOLO, he/she will notify the Communication Center and wait for them to clear the channel. When clear, the operator will alert all units with a tone and announce the upcoming BOLO. When possible, the radio traffic will be patched to Buchanan County radios for road officers.
2. As the member gives the BOLO, he/she will transmit small bits of information at a time. Initially the member will give out just the basic information needed to locate the subject of the BOLO. Detailed information like social security numbers should be relayed to the Communication Center by phone or chat messaging.
3. When listing suspect information, the member will describe the suspect with race, gender and age (if known). Clothing will be described top to bottom and outside to inside.
4. Wanted vehicles should be listed using "CYMBALS"
     a. **C**-Color
     b. **Y**-Year
     c. **M**-Make/Model
     d. **B**-Body style
     e. **A**-Anything else
     f. **L**-License number
     g. **S**-State of plate
5. The following information should NOT be broadcast over the radio:
     a. Residents are out of town or children are home alone;
     b. Hidden key or keypad information;
     c. Alarm systems are out of service;
     d. Names of responsible parties for financial institutions; or

  e. Subject's criminal history information (including Concealed Carry Information). When a member requests that information, he/she shall call the Communication Center by phone.

G. Violent Person File

The Violent Person File (VPF) is designed to alert law enforcement officers that the individual they are encountering may have the propensity for violence against law enforcement. The purpose of the VPF file is to provide protection to the police officer or deputy when she/he contacts an individual who has demonstrated or threatened assaultive behavior towards any criminal justice agency in the past.

 1. VPF Entry Request

 When an officer requests a VPF entry from the Communications Center he/she will provide the following:

  a. A signed VPF form stating the circumstances for requesting an entry;

  b. A case report describing the specific details of the assault or threat and any charging information; and

  c. Any supporting officer safety emails or BOLO's.

 2. VPF File Documentation

 For each entry, an electronic case file must be maintained by the Communications Center containing all aforementioned supporting documentation. The case file will be on the 'W' drive under Communications Center 'VPF' file.

 3. VPF File Retention

 All Subjects entered into the Violent Person File (Officer Safety Advisories), regardless of the type of entry, will remain in NCIC until no longer needed. If the individual is no longer in the area, is in prison or the original concern has diminished due to time or other factors, it may not be appropriate to continue to have the entry in the file.

H. Radio channels/frequencies

 1. Each member's hand unit is programmed for his/her particular "group". All members have the main radio channels, which are:

  a. PD 1—This is the main priority channel and is used for:

   1) Dispatching and clearing calls

   2) Officers going out on self-initiated activity

   3) Pursuits

   4) High priority calls with additional/important information

   5) BOLO's and Try-to-Locates

  b. PD 2

   1) Want and warrant checks

   2) Registration information

   3) VIN inquiries

   4) Requests for telephone calls to be made

   5) Requests for wrecker services

   6) Requests for criminal history information

   7) Information on 12-hour clocks

  c. PD 3

   1) Car-to-car traffic

      2) Special information to/from members to/from the Communication Operator

      3) This channel is NOT secure and can be scanned like other channels; discretion should be used when transmitting information

      4) This channel is monitored by the same dispatcher as PD 1; if there is traffic on PD 1, the dispatcher will monitor PD1 as a higher priority

2. "Restricted Service" indicates that a channel has been restricted by a Communication Operator due to an emergency situation or at the request of an officer. There will be no radio traffic on that channel except that of an emergency nature or pertains to the crisis indicated. Once the situation has stabilized, the operator will return the channel to normal traffic.

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Chris Connally, Chief of Police

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Date