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I. COMMUNICATIONS FUNCTION
This directive establishes the department's communications function, to include:

A. Radio Communications
1. Dispatch calls for service which require the presence of a patrol unit
2. Coordinate the transmission of information among police units in the field, and between field units and headquarters/district offices

B. Telephone Communications
1. Receive all incoming calls in a courteous and diplomatic manner
2. Provide a variety of information, assistance, and referral as appropriate
3. Record all pertinent incoming information about crimes, accidents and other requests for police assistance
4. Ensure that the incoming information is routed to the appropriate location for action

C. Teletype and Automated Data Communications
Control and coordinate the flow of criminal and administrative information between department users and law enforcement, criminal justice and regulatory agencies such as the Motor Vehicle Administration, the Department of Parole and Probation, and the court systems

D. Alarm Monitoring
Monitor any alarms, which are designed to alert directly to Communications, and ensure appropriate law enforcement response

II. ORGANIZATION
A. The Communications Section is a component of the Administrative Services Bureau. The commander of the Communications Section reports to the commander of the Administrative Services Bureau.

B. The department has access to local, state, and federal criminal justice information systems through the Communications Section's Teletype Unit and the CAD system.

III. AUTHORITY
A. The members of the Communications Section have the authority, on behalf of the Chief of Police, to dispatch units to calls for service as appropriate. Members of the section will perform their duties in accordance with the Communication section's published standard operating procedures.
B. The commander of the Communications Section is responsible for establishing written procedures for the operation of the section, to include procedures for performing telephone, radio, teletype, and automated data communications functions.

IV. COMMUNICATIONS REGULATIONS
A. All department radio operations will be conducted in accordance with Federal Communications Commission procedures and requirements. FCC regulations prohibit radio misuse such as profane language, inappropriate transmissions, intentionally "covering" other units, etc. Misuse of the radio is a serious and potentially dangerous breach of safety protocol and will not be tolerated. Idle conversation not related to Police operations is prohibited as it may interfere with operational transmissions and compromise officer safety. Supervisors are responsible for identifying individuals misusing the radio, and those found to be in violation would be subject to disciplinary action.

B. No one, other than employees of the Communications Section, is permitted to enter any room or rooms occupied by this section without permission from the on duty Section supervisor.

V. PROPONE UNIT: Communications Section.

VI. CANCELLATION: This directive cancels Index Code 1100, dated 07-01-04.