



COMMUNICATIONS PROCEDURES

INDEX CODE: 1101
EFFECTIVE DATE: 07-06-15

Contents:

- I. Communications Procedures
- II. Teletype Procedures
- III. Criminal History Requests
- IV. Proponent Unit
- V. Cancellation

I. COMMUNICATIONS PROCEDURES

A. Patrol officers will be identified during radio transmissions by their patrol beat number; if not assigned to a beat, by their umbrella or supervisor number as issued by Communications. Communications will publish a list of radio call designations for all other on-duty personnel.

B. There are certain off-duty incidents and calls for service, when it would benefit on-duty supervision and dispatchers to have immediate knowledge that an off-duty supervisor is on the scene of an incident or event. This becomes especially important if that off-duty supervisor begins providing direction or making supervisory level requests for services or support. Off-duty officers will use the following letter or phonetic prefix, followed by their identification number when transmitting radio messages:

Officers, PFC, and Corporals will utilize the prefix "O" or "Ocean".
Sergeants will utilize the prefix "S" or "Sam".
Lieutenants will utilize the prefix "L" or "Lincoln".

Captains and above will use their on-duty designated unit number when on or off-duty.

C. Messages will be transmitted briefly and concisely using "ten-signals", phonetic alphabet (when necessary), and appropriate military time. See Appendix A for 10-codes and Appendix B for the phonetic alphabet and military time chart.

D. Because of the distraction to the dispatcher, non-supervisory personnel will not call the radio console directly unless requested to do so. When contacting Communications, field personnel will first call 410-222-8620. If that is impractical, field personnel will not advise phone numbers for dispatchers to make contact with them. If field personnel need such a contact to be made, the request must be made to the CID Channel. The emergency number 911 will only be used in an emergency or when directed by Communications personnel.

E. Radio messages are to be acknowledged promptly and field personnel should obtain necessary information (complaint's address, description of suspects, etc.) prior to acknowledging receipt of the message. This will save airtime and avoid redundancy in dispatching. When contacting Communications by radio, field personnel will call radio using their full unit designation (i.e., 2A1, 3B2, SRO43, W500, etc.) and wait for acknowledgement before continuing with message to insure dispatch is prepared to document information.

F. Field personnel will notify the dispatcher when:

- 1. They switch from their primary radio frequency to another district's primary radio frequency, to a frequency that prevents monitoring the primary frequency, or to Teletype;

2. They receive a report of a crime or incident in need of police attention;
3. They arrive at the scene of a call for service;
4. They are out of service for any reason;
5. They have returned to service.

II. TELETYPE PROCEDURES

When requesting Teletype to obtain criminal history, wanted, or driver/vehicle information, field personnel will provide the following information, if available:

1. Last name – phonetically spelled
2. First name – phonetically spelled
3. Middle name (if there is one) – phonetically spelled
4. Title (junior, senior, III, etc.) if any
5. Date of birth
6. License plate number and year of registration
7. VIN (vehicle identification number)

Example:

M-635-585-843-780 or “OPERATOR NUMBER UNKNOWN”

Martin, Mark Vernon Jr.

W/M DOB 10-10-30

11101 California Avenue

Bethesda, Maryland

III. CRIMINAL HISTORY REQUESTS

A. When certified MILES/NCIC operators run a criminal history, they must record the ORI # (Originating Agency Identifier), first/middle/last name, race, sex, date of birth, FBI number, and State ID number of the requested record. In addition, the name, address, and phone number of the person making the request, the operator entering the request, and the reason for the request must be documented. To comply with this standard, log sheets (PD 1101) will be placed at all ORI computer terminals at the Police Department.

B. At the end of each month, District/Division/Section/Unit commanders with ORI computer terminals in their commands will review each log sheet and verify that each requested criminal history has been run for a legitimate law enforcement purpose. Upon verification, the commander will initial each page of the log and send them to the Communications Section, Teletype Unit.

C. Criminal History Logs are subject to announced and unannounced inspections by the Staff Inspections Unit. Staff Inspections will further inspect random Criminal History Logs on a monthly basis to ensure the names on the log were run for legitimate law enforcement purposes. This is to verify all employees’ compliance with Federal and State policies, procedures and laws.

D. Teletype will not run criminal history records for officers needing them for court purposes or as a matter of routine investigations. Officers can contact any MILES/NCIC operator (booking officers, other officers, detectives) or the Central Records Criminal History Unit for these types of requests. If an officer is involved in an incident where it becomes necessary to know a suspect’s criminal history immediately, he or she may still contact Teletype for this information. Criminal History information may not be broadcast over the radio.

IV. PROPONENT UNIT: Communications Section.

V. CANCELLATION: This directive cancels Index Code 1101, dated 03-21-13.