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| 7.4 | Radio Communications |
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This regulation is to establish communication guidelines necessary for proper usage of Office radios. Sheriff's Communications Operators monitor Channel A on the left console, Channel B on the right console, and Channel C on the portable.

7.4.1 Pre-Programming

All Sheriff's Office portable radios are pre-programmed by the Anne Arundel County Police Department's (AACOPD) communications section. Supervisory personnel may be issued a *command* radio, which has several additional features than is customary on standard Office issue.

7.4.2 Channel 13-A Sheriff's Office Operations Bureau
Primary Talk Channel

The Operations Bureau will use channel 13-A as their primary talk channel.

7.4.3 Channel 13-B Sheriff's Office Security Bureau
Primary Talk Channel

The Security Bureau will utilize channel 13-B as their primary talk channel. Security Bureau personnel inside the Courthouse after 1630 hours must use channel 13-A to ensure that transmissions are monitored. Channel 13-B may be used as an alternate channel for personnel assigned to the Operations Bureau between the hours of 1800 and 0600, Monday thru Friday, and from 1800 hours on Fridays through 0600 hours on Mondays.

7.4.4 Channel 13C Sheriff's Office (All Personnel)
Tactical/Talk Around Channel

Each portable radio is programmed with Channel 13-C. This channel is to be utilized in the event of a critical/tactical incident requiring the utilization of a talk channel for an extended period of time. When not being utilized in this capacity, all personnel may use this channel as a non-critical communication talk channel. Utilization of this channel for critical/tactical use for extended periods of time shall require authorization and approval. Approval shall come from the rank of Lieutenant or above.

7.4.5 Private Line & Alert Features

Each command portable has been programmed two (2) ways to initiate a *private call* to another radio. Note that this type of call is only “private” in as far as not being readily overheard by personnel using similar radios; publicly available scanners can pick-up private-line transmissions. Private line use should be avoided to reduce unnecessary loading of the only 15 available county-wide trunking channels

7.4.6 Priority Scan

Each portable radio has been programmed with the *priority scan* function. It is a “priority” scan in that when the radio is placed in scan mode, traffic from the primary channel will always override traffic from those other channels being scanned. **Note:** Channel 13-A is the Sheriff’s Office preprogrammed priority channel.

7.4.7 Radio Usage

Employees will monitor their assigned radio at all times while on-duty. Messages will be transmitted briefly and concisely using common language.

When calling the dispatcher or another unit, always identify your unit first, and then proceed to call the intended unit. For example, if unit 740 wanted to contact unit 741, the transmission would be: “740, 741.” The unit being called should respond with his/her call-sign (e.g., “741”). When attempting to reach personnel assigned to a communications center (i.e., AACOPD, AACOSO, APD, etc.), the default call-sign will always be “radio.” When operating on a police channel, Office units will preface their call-sign with “sheriff” (e.g., “sheriff 740, radio”).

For interagency operability, plain language is recommended; ten codes may vary or conflict. Primary agency radio procedures and protocols shall be utilized.

Office units are considered *uncontrolled units* in that they are not routinely dispatched to calls for service. Therefore, sheriff’s units are not generally obligated to call out on all activities. Sheriff’s units will call out, at a minimum, when coming on-duty, going off-duty, responding to a location, switching channels, temporarily going off the air, during **warrant** and **protective order** service, when conducting evictions, during prisoner transport, attending to a special assignment, working secondary employment, when effecting a motor vehicle stop, and in any other situations dictated by supervisory staff.

This does not preclude utilizing the radio whenever and wherever one feels justified. Regardless, this blanket authority does not authorize units to monopolize the air or engage in communications that may be more appropriately conducted using another medium. Units must also be diligent to "clear" from an address every time he/she "calls out" at the address.

Any deputy or dispatcher may request that the air be cleared (i.e., institute a "10-3"). This should be lifted as soon as a threat has been averted. When there is a "10-3" in effect, employees will strictly refrain from using the channel in non-emergency situations. During such situations, routine radio traffic may be diverted to an alternate channel.

Radio messages are to be short and to the point on all channels. Lengthy or detailed messages should be conducted over the telephone. All radio transmissions may be monitored by AACOPD communications, by other units in the Office, as well as by the general public. Confidential information is never to be broadcast over the radio. Unit supervisors are to make themselves reasonably available for response to any location where his/her assistance or presence is desired or sensible.

Prohibited radio uses include profane language, idle conversation, and intentionally "covering" other units. Personal opinions, observations and conversations of a personal nature shall not be transmitted over any county talk channel. Use of the radio system will be FOR OFFICIAL USE ONLY. Individual supervisors and Office Communications Unit staff are concurrently responsible for identifying individuals misusing the radio. Portable radios are to be secured at all times from theft or use by unauthorized persons.

7.4.8 Communications Capabilities

While radio communications may be monitored and assumed by the AACOPD as needed, the Sheriff's Office maintains day-to-day responsibility for managing radio traffic generated by our personnel and checking deputy status. The Office Communications Unit shall be continuously staffed with responsibilities for fielding telephone calls from the public, monitoring radio transmissions and officer status indicators, relaying information, satisfying teletype obligations, and coordinating with APD and AACOPD 911 communications centers.

Each Warrant Team supervisor and Domestic Violence supervisor will ensure that their assigned Communications personnel have satisfactorily completed their tasks and fulfilled the reporting requirements. Communications personnel will have at their disposal a duty roster of all Office personnel, access to a telephone number for every Office member, a visual map detailing Anne Arundel County, and written procedures and telephone numbers for procuring emergency and necessary external services. Communications personnel will maintain a permanent log of events as they transpire (e.g., hand written or via computer-aided dispatch).

7.4.9 Wanted, Stolen, and MVA Requests

License, registration, wanted, or stolen checks may be requested on the primary radio channel. Deputies will announce the type of check they are requesting when initially contacting the dispatcher. Once acknowledged, the deputy should relay pertinent information.

7.4.10 Radio Care/ Maintenance

Employees will not tamper with or attempt to repair or modify any radio equipment. All work on radio equipment will be done by qualified technicians. Any problems with radio equipment will be reported to the *radio property custodian* via his or her immediate supervisor. All issued communications equipment: including radios, microphones, holders and chargers will be utilized and kept in working order.

PHONETIC ALPHABET

Adam
Boy
Charles
David
Edward
Frank
George
Henry
Ida
John
King
Lincoln
Mary
Nora
Ocean
Paul
Queen
Robert
Sam
Tom
Union
Victor
William
Xray
Young
Zebra

"10- Codes"

- 10-0 - Caution
- 10-1 - Unable copy-change location
- 10-2 - Signal good
- 10-3 - Stop transmitting
- 10-4 - Acknowledgment (OK)
- 10-5 - Relay
- 10-6 - Busy-stand by unless urgent
- 10-7 - Out of service
- 10-8 - In service
- 10-9 - Repeat
- 10-10 - Fight in progress
- 10-11 - Dog case
- 10-12 - Stand by (Stop)
- 10-13 - Weather-road report
- 10-14 - Prowler report
- 10-15 - Civil disturbance
- 10-16 - Domestic problem
- 10-17 - Meet complainant
- 10-18 - Complete assignment quickly
- 10-19 - Return to...
- 10-20 - Location
- 10-21 - Call...by telephone
- 10-22 - Disregard
- 10-23 - Arrived at scene
- 10-24 - Assignment completed
- 10-25 - Report in person (meet)..
- 10-26 - Detaining subject, expedite
- 10-27 - (Drivers) license information
- 10-28 - Vehicle registration information
- 10-29 - Check record for wanted
- 10-30 - Illegal use of radio
- 10-31 - Crime in progress
- 10-32 - Man with gun
- 10-33 - EMERGENCY
- 10-34 - Riot
- 10-35 - Major crime alert
- 10-36 - Correct time
- 10-37 - (Investigate) suspicious vehicle
- 10-38 - Stopping suspicious vehicle
- 10-39 - Urgent use - light, siren
- 10-40 - Silent run - no light, siren
- 10-41 - Beginning tour of duty
- 10-42 - Ending tour of duty
- 10-43 - Information
- 10-44 - Request permission to leave patrol
- 10-45 - Animal carcass in..lane at..
- 10-46 - Assist motorist
- 10-47 - Emergency road repair needed
- 10-48 - Traffic standard needs repair
- 10-49 - Traffic light out at...
- 10-50 - Accident (f, pi, pd)
- 10-51 - Wrecker needed
- 10-52 - Ambulance needed
- 10-53 - Road blocked at...
- 10-54 - Livestock on highway
- 10-55 - Intoxicated driver
- 10-56 - Intoxicated pedestrian
- 10-57 - Hit and run (f, pi, pd)
- 10-58 - Direct traffic
- 10-59 - Convoy or escort
- 10-60 - Squad in vicinity
- 10-61 - Personnel in area
- 10-62 - Reply to message
- 10-63 - Prepare make written copy
- 10-64 - Message for local delivery
- 10-65 - Net message assignment
- 10-66 - Message cancellation
- 10-67 - Clear for net message
- 10-68 - Dispatch information
- 10-69 - Message received
- 10-70 - Fire alarm
- 10-71 - Advise nature of fire
- 10-72 - Report progress on fire
- 10-73 - Smoke report
- 10-74 - Negative
- 10-75 - In contact with
- 10-76 - En route
- 10-77 - ETA (estimated time of arrival)
- 10-78 - Need assistance
- 10-79 - Notify coroner
- 10-80 - Chase in progress
- 10-81 - Breathalyzer report
- 10-82 - Warrant Service
- 10-83 - Civil Service
- 10-84 - If meeting..advise ETA
- 10-85 - Delayed due to....
- 10-86 - Officer/operator on duty
- 10-87 - Writs
- 10-88 - Advise present phone # of...
- 10-89 - Bomb threat
- 10-90 - Bank alarm at...
- 10-91 - Pick up prisoner/subject
- 10-92 - Special Detail (parade)
- 10-93 - Service made
- 10-94 - No contact
- 10-95 - Prisoner/subject in custody
- 10-96 - Mental subject
- 10-97 - Check (test) signal
- 10-98 - Prison/jail break
- 10-99 - Records indicate wanted or stolen