


OGDEN CITY POLICE

Office of the Chief

Policy No: 25

Subject Use of Police Radio	Effective Date March, 2018
Department Police	Replaces Policy Dated November, 2006
Division All Police Personnel	Review Date
Authorized Signature 	

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to ensure uniformity in radio procedure and to ensure police radio transmissions are on a professional level.

II. POLICY

It is the policy of the Ogden Police Department to adhere to the rules of the Federal Communications Commission and to maintain highly professional standards while operating the police radio. It is the responsibility of all supervisors to ensure that this policy is adhered to.

III. PROCEDURE

A. Hand-held Portable Radios

1. Each sworn Officer will be issued one hand-held radio, one spare battery, one desk charger, one carrying case and one operating manual. Each officer must sign an acknowledgment of receipt. The equipment will then become the responsibility of the officer.
2. All sworn Officers will maintain their radio at functional readiness at all times. Batteries will be kept charged so as to ensure functional

readiness. Radio issues will be reported to the appropriate personnel so as to be immediately rectified.

3. While on duty, field personnel will ensure immediate availability of their radios. Command and Staff personnel will ensure availability of their radio in their vehicle. Dispatching and radio procedures will continue as described in this policy.

B. Channel Assignments

Model 2 and 3 Radios

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
OPD 1	* OPD1 *	Ops 1	Event 1	Nt Rpt 1	* OPD1 *	
OPD 2	* OPD2 *	Ops 2	Event 2	Nt Rpt 2	* OPD2 *	
WB Service	SERVICE	Ops 3	Event 3	Nt Rpt 3	Service	
WB Law 4	OFD 1	Ops 4	Event 4	Nt Rpt 4	* WBLaw 4*	
WB Law 5	OFD 2	Ops 5	Event 5	Nt Rpt 5	* WBLaw 5*	
WB Law 6	Public Works	Ops 6	Event 6	St Rpt 1	* WBLaw 6*	
WB Law 7	Dup of A	Ops 7	Event 7	St Rpt 2	* WBLaw 7*	
St TA 1	Dup of A	Ops 8	Event 8	St Rpt 3	Ops 1*	
C2C North	Dup of A	Ops 9	Event 9	St Rpt 4	Ops 2*	
C2C South	Dup of A	Ops 10	Event 10	St Rpt 5	Ops 3*	
Agency C2C	WB SAR	Tooele Rgn	Event 11	StT/A1	Ops 4*	
HERD 1	GSL SAR	Sm/Wa Rgn	Event 12	StT/A2	Ops 5*	
STATE REP	Air 1	Ut Rgn	Event 13	StT/A3	Ops 6*	
MONTE	Air 2	SL Rgn	Event 14	StT/A4	Ops 7*	
Strike Force	SWAT	Da Rgn	Event 15	StT/A5	Ops 8*	
Weber Rgn	SAT	Wb Rgn	Event 16	*Wb No	Weber Rgn*	

Model 1 Radios

	A	B	C
	Zone 1	Zone 2	Zone 3
1	OPD 1	* OPD1 *	Ops 1
2	OPD 2	* OPD2 *	Ops 2
3	WB Service	SERVICE	Ops 3
4	WB LAW 4	OFD 1	Ops 4
5	WB LAW 5	OFD 2	Ops 5
6	WB LAW 6	Public Works	Ops 6
7	WB LAW 7	Dup of A	Ops 7
8	St TA 1	Dup of A	Ops 8
9	C2C North	Dup of A	Ops 9
10	C2C South	Dup of A	Ops 10
11	WCSO C2C	WB SAR	Event 1
12	HERD 1	GSL SAR	Event 2
13	STATE REP	Air 1	Event 8
14	MONTE	Air 2	Event 9
15	Strike Force	SWAT	Event 10
16	Weber Rgn	SAT	Event 11

C. Radio Communications

Fast, accurate and dependable radio communications are essential to modern police work. In order to better satisfy the demands placed upon the police radio system, the following procedures are to be followed.

1. General Guidelines

Radio communications are under operational control of the dispatchers, subject to Federal Communications Commission rules, departmental policy and directives, and supervision by the duty officer. OPD employees should be attentive to all transmissions, bearing in mind the fact that our channels are monitored by the FCC, other public safety agencies and many private citizens.

2. Accuracy

- a. The usefulness of information is limited by its accuracy. Be sure before you broadcast that the information you will be giving is as accurate as possible. Use the 10-code and standardized clear speech terminology when practical. Word your message so that it conveys your exact meaning. Do not use slang terms or "CB" jargon.
- b. If in doubt about a message received, ask for a repeat or clarification.

3. Brevity

- a. Radio transmissions must be brief and concise, keeping in mind that other units are on the air at the same time and that an emergency may occur at any moment. Use the 10-code and standardized terms for clear speech in order to say what needs to be said in as few words as possible. Avoid unnecessary personal communications.
- b. If a lengthy conversation of a non-emergency nature is called for, use the telephone or meet with the other person at a convenient location. When broadcasting any message of more than 30 seconds in length, break the transmission about every 15 seconds to allow for priority traffic. Superfluous politeness such as "please," "thank you," etc., should be avoided, as should any unnecessary justifications or explanations. When the message you want to convey is covered by the 10-code or a clear speech phrase, it is sufficient to give only the code or phrase without a detailed explanation.

4. Clarity

A radio message that is not clear and easily understandable may result in the loss of valuable time, tying up the radio with requests for clarification or misunderstanding of important information with consequent exposure of officers or citizens to unnecessary hazards.

- a. To ensure the clarity of radio transmissions, decide what you are going to say before you begin transmitting. Use the 10-code whenever applicable. Pronounce the 10-code fully; i.e., "10-28" or "10-29" rather than "28" or "29." Choose words that are distinct or easily understandable. When spelling, use the phonetic alphabet.
- b. Speak slowly and distinctly, without emotional wording or inflections that may tend to distort your voice or obscure the message. Avoid unnecessary words, slang, humor, or excessive emphasis.
- c. Speak across the microphone, not directly into it, while holding the microphone two to six inches from the mouth and speaking in normal tones. Be cognizant of background noises. This applies to the radio handsets with built-in microphone as well as those with detachable lapel microphones. To be sure that your entire transmission is heard, be certain that the transmit switch is fully depressed for one to two seconds, waiting for beep tone to clear before you begin to speak and continue to hold it until transmission is completely finished. If the system is busy, the radio will emit a tone when the transmit switch is depressed. When this occurs, release the transmit switch, wait for one or two seconds, and depress the transmit switch again.

5. Routine Procedures

- a. When called by the dispatcher or another unit, respond by giving your location. Example: "1-4, 2400 Washington."
- b. When calling the dispatcher or another unit, address the intended receiver, then identify yourself using your designated radio call number or code. Example: "Weber, 2F 1-4" or "2F Sierra 3, 2F Delta 9."
- c. When going off the air for any reason, sign out and state your location. If going out on a traffic violator, notify the dispatcher of your traffic stop; when acknowledged, give the location and the violator's license number.

- d. Anytime an officer will be off his normally assigned channel, he will notify the dispatcher, and again notify dispatch when he returns to his normal working channel.

6. Broadcasting Descriptions

In broadcasting descriptions of persons or vehicles, following a logical, predictable sequence will make for a better-organized and more easily understood message.

Wanted persons should be described in the following sequence, omitting any items for which information is not available:

- a. Reason wanted
- b. Name and/or alias
- c. Race
- d. Sex
- e. Age and/or date of birth
- f. Height to the nearest known inch
- g. Weight to nearest five pounds
- h. General build (slim, muscular, stocky, etc.)
- i. Hair color and how worn (shoulder-length, permed, etc.)
- j. Eye color
- k. Complexion
- l. Obvious distinguishing characteristics (glasses, beard, scars, tattoos, missing limbs, etc.)
- m. Clothing in order from hat downward to toes
- n. Other pertinent information (known habits, weapons, associates, etc.)
- o. When and where last seen, direction traveling and destination

Vehicle descriptions should be broadcast in the following sequence:

- a. Reason wanted
- b. Year of manufacture
- c. Make (Ford, Buick, etc.)
- d. Model (Mustang, Electra, etc.)
- e. Body style
- f. Color. If more than one color, describe from top down. Use basic color designations, such as light blue, white, dark green, etc.
- g. Obvious distinguishing features, such as chromed wheels, altered suspension, etc.
- h. Obvious body damage

- i. License number or any known part thereof
- j. Driver and/or occupants
- k. When and where last seen and direction of travel

7. Information Requests

The following information services are available from or through the dispatcher:

- a. Registration checks on vehicles licensed in Utah
- b. Stolen vehicle information
- c. Warrants on persons
- d. NCIC listings of persons, vehicles and other items
- e. Missing Persons
- f. NLETS (National Law Enforcement Telecommunications System, also known as TWX)
- g. Utah driver license information by exact name spelling and DOB or by driver license or Social Security Number
- h. OPD records on persons. Privacy laws prohibit the discussion of criminal records by radio but the fact of the existence of a record and its file number are not restricted from police radio traffic
- i. Recent bulletins and extra patrol requests
- j. City directory
- k. Telephone directory
- l. Locations of city streets
- m. An index (rolodex file) of businesses, churches, and schools with names and telephone numbers of persons to be contacted in emergencies. This information will not normally be broadcast by radio. Calls will be placed by the dispatchers
- n. Telephone numbers of public safety and social service agencies in the local area
- o. A direct telephone line to ambulance, tow truck and taxi cab services
- p. A log of cases handled by this department, arranged numerically and chronologically for the current year
- q. A roster of OPD personnel and reserve officers, including ID numbers. For obvious reasons, this information should not be discussed by radio

Since radio communications is such an integral part of day-to-day police operations, a great deal can be accomplished toward the goal of true professionalism by proper use of the radio and the proper utilization of the services provided by the communications

center. We can streamline radio procedure by eliminating superfluous, useless talk and by not asking dispatchers to do anything that can be accomplished elsewhere or that you can do yourself.

Before requesting information by radio, consider whether the request is necessary at that particular time. If it is practical to obtain the information from the Records Bureau at a convenient time, or by a little extra investigative effort, please do so. Remember that the dispatchers are frequently very busy and anything, within reason, that can be done to lighten their workload will contribute to the efficiency of departmental operations.

8. Technical Problems

Police radios, like any other electronic device, are subject to occasional breakdowns, often without warning. If you suspect a malfunction in your radio, first check the power and squelch controls and the channel selector to make certain that they are properly set. Check the microphone to be sure that the switch is not stuck in the open position.

To test your radio, call "Weber" (or any unit), "2F 1-4, radio check." If no more than three such attempts are unsuccessful, make no further attempts for you may be blocking priority traffic.

Having determined that your radio is malfunctioning, switch the set completely off and telephone the dispatcher as soon as possible advising her of the situation. Always contact the dispatcher before going out of service for repairs.

9. FCC Rules

- a. "The police radio is primarily authorized to transmit communications directly relating to public safety and the protection of life and property, communications essential to official police activities, and communications essential to other official activities of the licensee.
- b. "Any other use is in violation of law, as is the transmission of superfluous communications or signals, or communications containing profane or obscene words, language or intent.
- c. "Any person violating FCC rules is subject to a fine of not more than \$10,000, or imprisonment for a term not exceeding one year, or both."

- d. It should always be borne in mind that a communications system is a tool. Like any other tool, it is valueless if its correct use is not understood and practiced.

10. State of Utah 10-Code

10-0 Caution	10-36 Security Check	10-70 Fire Alarm
10-1 Signal Weak	10-37 At the Jail	10-71 Nature of Fire
10-2 Signal Good	10-38 Computer is Down	10-72 Progress Report on Fire
10-3 Stop Transmitting	10-39 Urgent Use Light & Siren	10-73 Rape
10-4 Affirmative (OK)	10-40 Silent Run, No Lights	10-74 Civil Disturbance
10-5 Relay	10-41 Beginning Tour of Duty	10-75 Domestic Problem
10-6 Busy unless Urgent	10-42 Ending Tour of Duty	10-76 Meet Complainant
10-7 Out of Service	10-43 Shuttle	10-77 Return To
10-8 In Service	10-44 Permission to Leave	10-78 Back Up
10-9 Say Again	10-45 Animal Carcass	10-79 Notify Coroner
10-10 Negative	10-46 Assist Motorist	10-80 Chase in Progress
10-11 On Duty	10-47 Investigate Suspicious Vehicle	10-81 Breathalyzer Report
10-12 Stand By	10-48 Disturbing the Peace	10-82 Prisoner in Custody
10-13 Existing Conditions	10-49 Traffic Light Out	10-83 Medical Alert
10-14 Information	10-50 Accident (F, PI, PD)	10-84 Visitors Present
10-15 Message Delivered	10-51 Wrecker Needed	10-85 Victim's Condition
10-16 Reply to Message	10-52 Ambulance Needed	<i>A. Fair</i>
10-17 Enroute	10-53 Traffic Control	<i>B. Poor</i>
10-18 Urgent	10-54 Change to Channel	<i>C. Critical</i>
10-19 In Contact	10-55 Intoxicated Driver	<i>D. Possible Fatality</i>
10-20 Location	10-56 Intoxicated Pedestrian	<i>E. Obvious Fatality</i>
10-21 Call by Phone	10-57 Hit & Run (F, PI, PD)	10-86 Crime in Progress
10-22 Disregard	10-58 Airplane Crash	10-87 Abandoned Car
10-23 Arrived at Scene	10-59 Reckless Driver	10-88 Man with Gun
10-24 Assignment Completed	10-60 Out of Car on Violator	10-89 Bomb Threat
10-25 Meet	10-61 Motor Inspection	10-90 Bank Alarm
10-26 Estimated Time of Arrival	10-62 Request Permission Car to Car	10-91 Burglary
10-27 License/Permit Information	10-63 Prepare to Make Written Copy	10-92 Theft
10-28 Ownership Information	10-64 Vandalism	10-93 Unnecessary Use of Radio
10-29 Warrants Check	10-65 Juvenile Problem	10-94 Contact Your Home
10-30 Danger/Caution	10-66 Major Crime Alert	10-95 Out at Home
10-31 Pick Up	10-67 Net Message	10-96 Mental Subject
10-32 Units Needed	10-68 Runaway Juvenile	10-97 Test Signal
10-33 Help Me Quick	10-69 Missing Person	10-98 Prison Break
10-34 Time		10-99 Property Check
10-35 Reserved		

11. Phonetic Alphabet

A Alpha	J Juliet	S Sierra
B Bravo	K Kilo	T Tango
C Charlie	L Lima	U Uniform
D Delta	M Mike	V Victor
E Echo	N November	W Whiskey
F Foxtrot	O Oscar	X X-ray
G Golf	P Papa	Y Yankee
H Hotel	Q Quebec	Z Zulu
I India	R Romeo	

12. Overview of Current System

OPD utilizes a portable radio system with the capacity to communicate with all Weber County area law enforcement

agencies. These channels are connected to a repeater system, called Smart Zone, which strengthens the signal and allows access from nearly every part of the county. This is a shared network of transmitter and receiver sites all connected together by microwave to a central electronics bank. With this system and a consolidated dispatch facility, you will have access to every county and state agency along the Wasatch Front, and eventually the entire State of Utah.

Narcotics or other special function officers may be assigned and equipped from time to time to utilize other channels.

13. Call Numbers

The designation for Ogden Police is A2F@. Each officer has a specific OPD ID number which will be used with the A2F@ designation to indicate off-duty status. Example, "Weber, 2F-521, out at court."

When on duty, Uniform patrol officers' area designations will change at the discretion of the patrol sergeant. All other functions have unchanging call designations as listed below:

- a. "Alpha" - Administration, Chief of Police, Assistant Chiefs, Lieutenants
- b. "Charlie" - Community Policing Officers
- c. "Lima" - Community Service Officers
- d. "Delta" - Detectives
- e. "Echo" - CRU
- f. "Golf" - Gang Unit
- g. "Kilo" - Canine
- h. "Whiskey" - Narcotics
- i. "November" NUCAT
- j. "Victor" - Parking Enforcement
- k. "Romeo"- School Resource Officers
- l. "Zulu" - Swat Team
- m. "Mike" - Traffic Unit
- n. "Sierra" - Sergeants
- o. "Yankee" - RTCC

14. Emergency Notification Button

The orange button on top of the radio is an emergency notification button that will set off an alarm and identify on the dispatch console the officer assigned to that radio. The dispatcher is

instructed to immediately attempt to locate that officer to determine the nature of the emergency. At this time the system does not have GPS capability. In the event of an error, the officer will immediately notify Dispatch of the error and the officer's status. The alarm notification will be cleared from the screen by the dispatch center.

15. Communications Center

Sometimes problems occur with police radio transmission activities, whether it is the fault of the dispatcher or the police officer. It is the responsibility of the duty lieutenant to correct any radio problem as soon as he becomes aware of it. If the problem stems from our personnel, sworn or civilian, the duty lieutenant must handle that directly. If the problem or complaint concerns the dispatcher or dispatch procedure, the duty lieutenant will immediately deal with the on-duty dispatch supervisor. It is also the responsibility of the duty lieutenant to determine what needs to be addressed and what is frivolous, nit-picky and should not be addressed. This process will be monitored by the division commanders and the dispatch committee. If the duty lieutenant hears something on the radio that needs correcting, he corrects it, and if any of our personnel have a complaint or concern about the dispatching, they must take it immediately to the duty lieutenant.