



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



510.01 RADIO COMMUNICATION 12-11-14

PURPOSE

The purpose of this General Order is to establish procedures for effective radio communication and operation of police radio channels.

POLICY

It shall be the policy of the Sacramento Police Department that use of radio communication systems promotes officer safety, maximizes operational effectiveness, and adheres to Federal Communications Commission (FCC) regulations.

PROCEDURE

A. DEFINITION

1. Simul-Selecting – When more than one channel is selected for disseminating information.
2. Radio Interference – Any noise, bleed-over, or unauthorized transmission disrupting normal transmissions.
3. Control 1 – The radio designator assigned to Communications personnel staffing a main radio channel during normal operations, or a dedicated radio channel during a special detail.
4. Control 9 – The radio designator assigned to Records personnel staffing the Warrants Radio channel.

B. GENERAL

1. Personnel utilizing the Department's radio system shall:
 - a. Adhere to specific channels of operation and identifiers assigned while maintaining brevity of message content.
 - b. Comply with department procedures and the rules of the Federal Communications Commission (FCC).
 - c. Exchange equipment which is malfunctioning and submit all applicable repair forms to appropriate personnel for repairs.
2. The FCC periodically monitors the Department's radio transmissions for violations such as but not limited to:
 - a. Transmissions of obscene language.
 - b. Failure to identify radio transmissions with assigned radio designator(s).
3. When transmitting on the Department's radio system personnel shall:
 - a. Use the Department authorized phonetic alphabet to differentiate sound alike letters, names, street addresses and vehicles.
 - b. Project a professional demeanor.
 - c. Speak in a distinct and clear manner.
4. Patrol, Communications and Records Supervisors shall monitor assigned radio channels to ensure proper radio protocol.
5. With the exception of the radio and penal codes, personnel shall use clear and brief speech for all radio transmissions. Clear speech shall not be substituted for the following codes:
 - a. Code 1 – Limits self-initiated activity and dispatched calls to priority 1, 2, and 3 incident types.
 - b. Code 3 – Emergency response. Red lights and siren.
 - c. Code 4 – No further assistance needed. Give reason.
 - d. Code 7 – Out of service for meal period.
 - e. Code 8 – Request to transmit on a specific channel.
 - f. Code 10 – Return to normal duty.



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- [REDACTED]
- [REDACTED]
- j. Code 939 – Ready to copy information confidential to officer.
- [REDACTED]

C. INTER-AGENCY RADIO COMMUNICATION

1. When utilizing the Department radio for interagency communication personnel shall:
 - a. Notify SPD Communications prior to switching to an outside agency frequency (i.e. SSD, EGPD, CHP, etc.).
 - b. Monitor the channel before transmitting routine traffic.
 - c. Use plain language when transmitting on an outside agency frequency.
 - d. Preface their unit identifiers with “Sac PD” (e.g. Sac PD Lincoln 10).
2. Inter-agency radio communication shall not replace telephonic contact. Telephonic contact shall be used when possible.
3. Dispatchers shall ensure operating channels and the Investigations channel are clear of emergency traffic before transmitting a routine multi-channel broadcast.
4. When it becomes necessary to contact a particular outside agency employee for conversation or information, SPD Communications shall verify if the employee is on duty, and request that the employee switch to the appropriate SPD channel.
5. When officers need tactical or operational assistance from an outside agency, they shall advise their supervisor of the nature of the request.
6. Radio traffic during emergency and tactical situations shall be on the channel of the department from which it originated. These situations include, but are not limited to:
 - a. Pursuits.
 - b. Crimes in progress.
 - c. Supervisor discretion.
 - d. COMM Link/Patch.
 - e. [REDACTED]
 - f. Code 1000 (RAM tag activation).
7. Use of inter-agency radio channels shall be limited to mutual law enforcement matters or emergency situations.
8. For inter-agency involvement in a non-emergency joint field operation, a field supervisor from both agencies shall determine which channel(s) will be utilized.

D. RADIO INTERFERENCE

1. When a supervisor detects radio interference, they shall evaluate whether or not it affects officer safety or is disruptive to normal dispatching procedures.
2. If the radio interference is an officer safety issue, [REDACTED]

E. LOSS OF RADIO COMMUNICATION

1. During loss of radio communication lasting longer than five (5) minutes or loss of radio communication during an emergency
 - a. Field personnel shall:
 - (1) Immediately contact their field supervisor utilizing the supervisor's cellular telephone.
 - (2) Provide their location, contact number, and stand by for further information.
 - (3) If the supervisor's cellular phone number is not known, personnel shall obtain the number from either their MDC or Communications and then contact the supervisor.
 - b. Field supervisors shall:



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- (1) Contact the Communications Division and provide their units' status. Communications Division personnel shall provide the field supervisor with information on calls pending.
 - (2) Make assignments of personnel on calls and advise Communications as to their deployment of available resources.
 - c. On completion of an assignment, field personnel shall again contact their supervisor and provide the disposition of the call, along with the information as listed in paragraph F1a above.
2. The Communications Center shall notify the Records Division of the loss of communication, and provide periodic updates (e.g. 30 minutes) of the status of the communication problem(s) until service is fully restored.

F. CHANNELS OF OPERATION

- 1. The City is geographically divided into six (6) operational areas called districts. These districts are divided into beats.
- 2. There are six (6) coverage groups, each corresponding to a respective district. Within each district are several beats

a. District 1	Beats 1A, 1B, 1C	North West
b. District 2	Beats 2A, 2B, 2C	North East
c. District 3	Beats 3A, 3B, 3M	Central/Downtown
d. District 4	Beats 4A, 4B, 4C	South West
e. District 5	Beats 5A, 5B, 5C	South East
f. District 6	Beats 6A, 6B, 6C, 6D, 6E	East

- 3. The districts operate on a combination of two (2) to four (4) main operating channels depending on operational needs, call volume and staffing.

a. CHANNEL 1	SP1
b. CHANNEL 3	SP3
c. CHANNEL 4	SP4
d. CHANNEL 6	SP6

- 4. The Department operates on several auxiliary and designated radio channels including but not limited to:

a. CHANNEL 2	SP2	Code 8 channel
b. CHANNEL 5	SP5	Code 8 channel
c. CHANNEL 7	SP7	Code 8 and Special details
d. CHANNEL 8	SP8	Code 8 and Special details
e. WARRANTS RADIO	SP RW1	Warrants Unit (Control 9)

█	████████████████████	████████	████████████████████
█	████████	████████████████	████████
█	████████	████████████████	████████████████

- 5. When specialized units need emergency assistance, they shall switch to the main operating channel closest to their location.
 - a. If that channel is not available, specialized units shall transmit on any available main channel.
 - b. Once the situation is stabilized, specialized units shall switch to the main operating channel closest to their location.
 - c. If specialized units have a non-emergency need for assistance, they should coordinate with the district Sergeant for that geographic area (e.g. execution of search warrants, pick-up of felony suspects, or transportation).
- 6. When specialized units have a function requiring radio communication, the supervisor in charge shall notify the Communications Division in advance to coordinate the radio needs of the operation (e.g. parade, operational outline, dedicated channel, tactical dispatcher, etc.).



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G. USE OF RECORDS WARRANTS RADIO CHANNEL (CONTROL 9)

1. All Departmental personnel shall make requests for manual file checks on the Records Warrant Radio Channel (Control 9), relative to:
 - a. Warrant status.
 - b. Parole status.
 - c. Probation status.
 - d. Other identifiers.
 - e. Vehicle information on the above (not 912 or 913).
 - f. Due diligence information.
 - g. Verification of fingerprints or photographs.
2. The following activities shall not be authorized for the Warrants Radio Channel (Control 9):
 - a. En masse warrant verification.
 - (1) Officers assigned a group of warrants to serve shall not use the Warrants Radio Channel for verification before attempting service.
 - (2) Networked desktop computers and MDC's with County CJIS capabilities at various locations shall be used before departing
 - b. Car-to-Car conversations. Conversations of an urgent nature shall be transmitted on the main radio channel.
 - c. Records checks when a telephone, MDC, or networked computer with County CJIS capabilities is available.
 - d. CLETS and NCIC wanted person checks when an MDC is available. The main channel dispatcher receives automatic notifications of possible 936A hits, and confirmation of the 936A hit shall be obtained through the Warrants Radio Channel (Control 9) via radio or MDC.

H. CRIMINAL OFFENDER RECORD INFORMATION (CORI)

1. CORI shall not be requested nor provided over the police radio except when needed to perform a specific enforcement task or during an emergency requiring immediate dissemination.
2. Non-emergent requests for CORI shall be directed to the Records Division and shall:
 - a. Be made in person, by telephone, or by sending an email using the Department approved email system to the Records Supervisors group.
 - b. Be provided after requesting officers identify themselves by badge number and state the reason for the request.
 - c. Be provided a response from the Records Division in person, by telephone, or via the Versadex[®] v-mail system.

I. MULTI-CHANNEL BROADCASTS

1. The dispatcher may select any combination of the main operating radio channels, auxiliary radio channels, and hotline for disseminating information of major occurrences as received or upon the request of the area supervisor.
2. If officers have information that require dissemination on more than one (1) channel, then the request shall be made by using the following multi-channel broadcast terms:
 - a. Zone Broadcast – transmitted on at least one (1) to four (4) main operating channels, Investigations channel, and Hot Line. (Excludes any code 8 channels or the Warrants Radio channel).
 - b. Division Broadcast – transmitted on at least one (1) to four (4) main operating channels and Investigations channel.
 - c. Unit Broadcast – transmitted on main operating channel and bordering channel(s).

J. EMERGENCY IN PROGRESS (EIP) SIGNAL SYSTEM (BEEPER)



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1. The Emergency In Progress Signal System (EIP), commonly referred to as the beeper, is activated on any operating channel from the channel dispatcher's radio console.
2. The EIP signal is an evenly-spaced "beep" alerting officers to maintain silence of routine air traffic.
3. When activated during four (4) channel operation, officers with routine requests shall switch to their alternate area channel. During two (2) channel operation, officers shall switch to the alternate operating channel and voice their request.
4. The EIP signal shall be canceled by the involved unit or the area supervisor as soon as events have stabilized.
5. Officers or dispatchers having an additional emergency during the activation of the EIP signal shall not hesitate to broadcast a second emergency.

K. PERSONAL MESSAGES FOR EMPLOYEES

1. Personal calls or messages for employees in non-emergency circumstances shall be made by contacting the appropriate administrative office to leave a message.
2. Personnel in that office shall commit the message to writing or attempt to relay it via radio or email, as appropriate.
3. Emergency calls can be made by contacting the Communications Division.