



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



510.02

OFFICER SAFETY - COMMUNICATIONS PROCEDURES

01-22-96

PURPOSE

To establish procedures for dispatching field units on calls for service.

POLICY

To provide personnel with the best possible degree of officer safety.

PROCEDURE

A. COMMUNICATIONS CENTER

1. Communications supervisors shall ensure radio trainees are not placed in dispatching positions without a qualified dispatcher monitoring the same channel.
2. Dispatchers shall be alert to the rule, "adequate cover shall be assigned to increase officers' safety", for any crime in progress. Dispatchers shall:
 - a. immediately advise the sector supervisor.
 - b. assign a minimum of two (2) officers to the following "in-progress" or silent alarm calls:
 - (1) 211 - (Robbery)
 - (2) 240 - (Assaults)
 - (3) 242 - (Battery)
 - (4) 414 - (Keep the peace)
 - (5) 415 - (Disturbance where violence is involved)
 - (6) 459 - (Burglary)
 - (7) 927 - (Suspicious person or circumstances)
 - (8) 910 - (Prowler)
 - (9) 952 - (Incomplete call)
 - (10) 971 - (Suspicious occupied vehicle)
 - (11) 5150V - (Mental and/or violent).
 - c. assign a minimum of two (2) officers and a supervisor to an officer's incomplete call for help, unless the officer specifies the number of officers needed.
 - d. immediately advise the sector supervisor if only one (1) unit is available to respond to a two-officer call.
 - e. assign one-officer units to the following calls, unless extenuating circumstances indicate the assignment of a cover unit is necessary:
 - (1) 933-R - [REDACTED]
 - (2) 926 - [REDACTED]
 - (a) The responding officer may refer the report to a call expeditor when:
 - i. it is known that the suspect has left.
 - ii. the victim has not been injured.
 - iii. there are not multiple victims.
 - (b) Additional units shall be assigned to search areas in the vicinity and logical escape routes.
 - (c) A minimum of two (2) officers shall be dispatched if there are multiple victims or injured people at the scene.
 - (4) Vehicle Stops - Other Detentions - [REDACTED]
- f. contact complaint takers for clarification if there is any question regarding the

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nature of the call in order to determine the number of officers to be assigned.

B. FIELD UNITS

1. Supervisors shall:
 - a. advise the Radio Coordinator as soon as possible after roll call of the changes in the personnel roster via VT220, (RLOG command).
 - b. not place a solo officer in a two-officer unit without changing the radio identifier to show a one-officer unit.
 - (1) During the shift, if one (1) officer is removed from a unit with a two-officer designator, the radio designator for that unit shall be changed to reflect a one-officer identifier.
 - (2) Recruits shall be reassigned to another non-probationary officer and given a one or two-officer identifier as appropriate.
 - c. exercise discretion and judgement at all times to ensure adequate cover is alerted and excessive cover is not dispatched.
 - d. notify the appropriate dispatcher upon assigning field units to any type of special duty.
2. Field Officers shall:
 - a. transmit the complete radio designator on all transmissions.
 - b. use care when activating the microphone to ensure the identifier code is not "clipped" (cut off).
 - c. avoid making superfluous transmissions.
 - d. not transmit unprofessional remarks.
 - e. always be alert to the Emergency In-progress Signal (beeper) and transmit accordingly.
 - f. in vehicles not equipped with an MDT:
 - (1) verbally transmit the location and license number on vehicle stops.
 - (a) If officers feel the stop may involve extenuating circumstances, additional information such as the color of the vehicle, year and make, and the number of occupants may be transmitted. Additional information may be given at the discretion of the officer.
 - (b) When officers initiate a vehicle stop, dispatchers shall not ask for information other than location and vehicle license number.
 - (2) notify the dispatcher by voice when leaving the vehicle and provide a brief description of the situation to include the location, if applicable, the number of subjects by sex, race, and age. If this information has been provided, the dispatcher shall not solicit additional information beyond what the officer transmits.
 - g. switch the radio to the appropriate channel when crossing a sector boundary.
Exception: A unit engaged in a pursuit need not change channels.

C. TRANSPORTATION BY OFFICERS

1. Officers shall advise their dispatcher, via police radio or MDT:
 - a. anytime they provide transportation to any suspect, witness, victim, or person.
 - b. of the time of their departure.
 - c. of their beginning location, destination, mileage, number being transported, and reason for such transportation.
NOTE: If a destination is not entered, the CAD system automatically enters the destination as "Jail".
 - d. of their arrival and mileage at the time the transportation is terminated.
2. For procedures on public inebriates/arrestees in wheelchairs, (See G.O. 524.03).
3. Officers are exempt from the requirement to notify their dispatcher under the following circumstances:
 - a. Notification is accomplished by telephone.
 - b. Permission is obtained from a supervisor familiar with the officers activities and reasons for not broadcasting the transportation.
 - c. An emergency situation exists in which an immediate radio broadcast regarding transportation would create an unsafe condition for the officer or person being transported. As soon as practical, officers shall provide the information to their dispatcher.