

RADIO COMMUNICATION & CALL SIGNS

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-2-5	
<i>Special Instructions:</i>		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2

I. PURPOSE

The purpose of this policy is to provide police officers with guidelines on radio communications procedures.

II. POLICY

All officers shall observe regulations for radio operations as set forth by the Federal Communications Commission.

- A. Use of profane language, "CB" slang, etc., is strictly prohibited.
- B. Officers shall employ the Uniform Public Safety 10 code when applicable.
- C. Clear speech in an emergency will be permitted. Conversation shall be brief and concise.

III. PROCEDURES

- A. Patrol units in service, KENTCOM and Cheswold Police Headquarters (when applicable) are to be aware of each other's patrol status (e.g., traffic stops, building and or business checks, complaint responses or follow-ups, public assistance, etc.).
- B. Officers will notify KENTCOM every time they will be out of service.
- C. KENTCOM will be advised every time an officer will be out at Cheswold Police Headquarters.
- D. Notification to KENTCOM will always be made by radio. This will include, but is not limited to the following:
 - 1. Officer going 10-8 for tour of duty;
 - 2. Officer going 10-7 duration;
 - 3. Any time an officer is out at the station (HG);
 - 4. Arrival at a particular location;
 - 5. Clearing a particular location;
 - 6. Providing updated or requested information regarding a call for service.

IV. CALL SIGNS

Unless otherwise directed, the following call signs will be used:

OFFICER	CALL SIGN
Chief of Police	9011
All other Officers	9012 – 9019

Each patrol officer shall be given a call sign based on his/her respective assignment to either Squad A or Squad B.

V. REQUESTING RECORDINGS OF KENTCOM RADIO/ALL TAPES

- A. Any officer who requires a reproduction of a recorded KENTCOM radio, 911 tape or activity printout sheet will be required to complete the “Request For Tape Reproduction Form”. The form will then be submitted to a KENTCOM supervisor for processing.
- B. Upon completion of the reproduction, the officer will pick up the tape(s) at KENTCOM and properly secure them at the Cheswold Police Department.
- C. Tapes that are deemed to be of evidentiary value will be secured into evidence.

ORDER EXECUTED and ISSUED this 15th day of APRIL, 2013.

Christopher Workman
Chief of Police