

## Radio Communication

<b>Effective Date:</b>	2/23/24
<b>Revised Date:</b>	2/23/24
<b>Issuing Authority:</b> Chief Probation Officer	

### 421.1 PURPOSE:

To establish guidelines regarding the use of radios.

### 421.2 DEFINITIONS:

Estimated Time of Arrival (ETA): The time that someone or something is predicted to arrive at a specific destination.

Over the Air (OTA): Transmission and reception of application-related information in a wireless communications system.

Mobile Digital Computer (MDC): A computerized device used for transmission of data and communication with a central dispatch office.

### 421.3 RESPONSIBILITIES:

#### I. All Radio Users:

- A. Complete and follow radio training instruction and request additional training if unsure of how to use the radio.
- B. Understand and remain familiar with the radio Code List (Attachment A).
- C. Monitor radio traffic for a few seconds before going OTA to prevent confusion and the use of unnecessary airtime.
- D. Respond and answer status checks promptly.
- E. Deliver clear and brief information.
- F. Use the entire call sign (e.g. 3Adam1) during radio transmission.
- G. Advise of changes in status OTA (10-97, 10-98, etc.).
- H. Ensure radio and radio accessories are in working condition and on the correct frequency channel at the beginning of the shift and report damaged/non-operational equipment to the Safety Officer and/or Supervisor.
- I. When handling an incident involving a suspected explosive device, personnel should not transmit on any equipment capable of producing radio frequency energy within the evacuation area around the suspected device.

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- J. Except as otherwise directed by a supervisor, communicate all calls for service or institution movement by voice over the radio or MDC as opposed to a cellphone call, as applicable.
  - K. The radio is considered the lifeline to officers in the field/unit. Radio transmissions should be brief, concise, professional, and to the point. Radio codes and terminology should be used whenever possible.
  - L. Emergency traffic has priority over routine traffic.
- II. Detention Corrections Bureau (DCB) and Treatment Facilities (TF):
- A. All Officers:
    - 1. Utilize the lapel microphone and earpiece as the primary means of listening and transmitting radio communications.
    - 2. Follow the appropriate protocol in emergency situations (Code Red, Evacuation, etc.).
  - B. Probation Corrections Supervisor I (PCSI):
    - 1. Ensure appropriate use of radios, equipment, and staff response during an emergency.
    - 2. Provide and/or refer staff for additional training when necessary.
  - C. Probation Corrections Supervisor II (PCSII) / Watch Commander (WC):
    - 1. Follow Section II, B,1.
    - 2. Ensure Supervisors are taking corrective action and referring/conducting remedial training when necessary.
  - D. Central Control Staff:
    - 1. Monitor radio traffic and announce any emergency OTA.
    - 2. Conduct status checks as required to determine if an officer is safe.
    - 3. Conduct status checks during third shift (starting at midnight) every hour to ensure clear communication between Central Control and all operational units, and to ensure the system and equipment are functioning properly.
    - 4. Update the Communications Equipment Maintenance Log as needed to indicate all radio equipment, operational problems, and maintenance.
- III. Community Corrections Bureau (CCB):
- A. All Officers:
    - 1. Officers in the field should use the MDC as the first option to reduce radio traffic. The use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped.
    - 2. Make arrangements to take damaged/non-operational equipment to the County 800 Radio Shop.

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3. Transmit information that is required for immediate enforcement, investigative, tactical, or safety needs OTA.
  4. Notify dispatch OTA or enter through the MDC end of the shift/fieldwork (10-7/EOW).
- B. Supervising Probation Officers (SPO) or designee:
1. All field unit SPOs or their designee are required to monitor all radio traffic and pay close attention to respective unit transmissions.
  2. Respond to calls for assistance and advise OTA or by telephone the ETA.
  3. Ensure the appropriate use of radios and provide additional training when necessary.
  4. Confirm officers log-off EOW at the end of the shift/fieldwork.
- C. Field Commander (FC):
1. Follow Field Commander Procedure.
- IV. Training Division:
- A. Provide training to staff respective to the assignment (e.g. PCO, PO, etc.) to properly operate the radio and accessories.
  - B. Facilitate ongoing use of radio and equipment training.
  - C. Assign handheld radios to POs and maintain a master inventory list/call sign list.

#### **421.4 ATTACHMENTS:**

[See attachment: Radio Communication Attachment A.pdf](#)

## Attachments

## Radio Communication Attachment A.pdf

## CODE LIST

### Ten Codes

10-1 Reception Poor  
 10-2 Reception Good  
 10-4 Message Received  
 10-5 Relay  
 10-6 Busy  
 10-7 Out of Service  
 10-8 In Service  
 10-9 Repeat Message  
 10-10 Out of Service Subject to Call  
 10-11 Speaking Too rapidly  
 10-13 Weather Condition  
 10-14 Convoy or Escort  
 10-15 Prisoner in Custody  
 10-15X Opposite Sex or Juvenile  
 10-16 Pick Up Prisoner  
 10-19 Return to Station  
 10-20 Your Location  
 10-21 Telephone  
 10-22 Cancel  
 10-23 Standby  
 10-27 Driver's License Status  
 10-28 Vehicle Registration  
 10-29 Vehicle/Person Wants Status  
 10-30 Does Not Conform to Regulations  
 10-35 Confidential Information/Warrant  
 10-35F Felony Warrant  
 10-35M Misdemeanor Warrant  
 10-35X Armed and Dangerous  
 10-36 Time Check  
 10-37 Operator ID/Name  
 10-87 Meet With  
 10-88 Soft Back  
 10-89 Request for Armor Plated Gunship  
 10-97 On Scene  
 10-98 Last Assignment Completed

### Eleven Codes

11-24 Abandoned Vehicle  
 11-25 Traffic Hazard  
 11-26 Stranded Motorist  
 11-44 T/C with Death  
 11-79 T/C Medical Enroute  
 11-80 T/C Major Injuries  
 11-81 T/C Minor Injuries  
 11-82 T/C Non-Injury  
 11-83 T/C Unknown Injury  
 11-84 Traffic Control  
 11-85 Request for Tow/Towing Vehicle

### Codes

Code 3 Emergency – Lights and Siren  
 Code 4 No Further Assistance Needed  
 Code 5 Stake Out – Stay Away  
 Code 7 Out of Service to Eat  
 Code 30 No Record/No Warrants  
 Code 31 Record on File/No Warrants  
 Code 32F Felony Warrant  
 Code 32M Misdemeanor Warrant  
 Code 32X Wanted- Armed and Dangerous  
 Code 33 Clear Radio for Emergency Traffic Only  
 Code 77 Caution/Possible Ambush  
 Code 998 Officer w/in Station Jurisdiction Needs Assistance Code 3  
 Code 999 Officer Needs Help/Emergency

### Initiation Codes

999  
 SOAA  
 SPROP  
 WARSER  
 VERRES  
 1203.9  
 ENSTAL  
 ECHECK  
 EREMOV  
 FU  
 FCONT  
 CURFEW  
 CFU  
 HOMEV  
 HOMER  
 VCONT  
 PCONT  
 PEDCK  
 EVFOST  
 CCONT  
 PTRANS  
 SUSCON

Emergency – Officer Down  
 Search, Other Agency Assist  
 Search, Property  
 Warrant Service  
 Verify Residence Courtesy  
 Verify Residence 1203.9  
 Electronic Surveil Install  
 Electronic Surveil Check  
 Electronic Surveil Remove  
 Follow up  
 Field Contact  
 Curfew Check  
 Court Follow-Up  
 Violation Investigation  
 Home Call/Routine  
 Victim Contact  
 Placement Contact  
 Pedestrian Check  
 Evaluation Foster Home License  
 Collateral Contact  
 Prisoner Transport  
 Suspect Contact

### Disposition Codes

ADM Administration  
 ARR Arrest  
 FIC Field Interview Contact  
 GOA Gone on Arrival  
 NAT Necessary Action Taken  
 PSR Public Service Rendered  
 OAA Other Agency Assist  
 RTF Report to Follow  
 UTL Unable to Locate  
 SER Requested Service Provided

### Alpha Code Word List

A – Adam	N- Nora
B – Boy	O – Ocean
C – Charlie	P – Paul
D – David	Q – Queen
E – Edward	R – Robert
F – Frank	S – Sam
G – George	T – Tom
H – Henry	U – Union
I – Ida	V – Victor
J – John	W – William
K – King	X – X-Ray
L – Lincoln	Y – Yellow
M – Mary	Z – Zebra

### Primary Talk Groups

