

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

RADIO COMMUNICATION

Authority:

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Purpose:

To establish guidelines regarding the use of radios for all staff. Correct operation and articulation of calls with Dispatch and Central Control ensure the safety of staff as well as an appropriate response by other officers, supervisors, and law enforcement agencies when needed.

Definitions:

Area of Responsibility (AOR): A pre-defined geographical area which the Field Commander is responsible for overseeing.

Code 33: Clear radio for emergency traffic only.

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.

Responsibilities:

I. Detention Corrections Bureau (DCB):

A. All Officers (PCO/PCSI/PCSII):

1. Follow radio training instruction and request additional training if unsure of how to use the radio.
2. Ensure radio is in working condition at the beginning of the shift and report damaged/non-operational equipment to the Safety Officer.
3. Understand and remain familiar with the radio Code List (Attachment A).
4. Deliver clear and brief information.
5. Use the entire call sign (e.g. 3Adam1) during radio transmission.
6. Shall answer status checks promptly.
7. Advise of changes in status OTA (10-97, 10-98, etc.).
8. Monitor radio traffic and respond as required.
9. Follow the appropriate protocol in emergency situations (Code Red, Evacuation, etc.).
10. All staff in direct supervision of youth shall have a working radio on their duty belt through the entire shift.

B. Probation Corrections Supervisor I (PCSI):

1. Ensure appropriate use of radios 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. Ensure appropriate use of radios and staff response during an emergency.
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.

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2. Conduct status checks as required to determine if an officer is safe.
3. Conduct status checks during third shift 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.

II. Community Corrections Bureau (CCB):

A. Probation Officers (POI/II/III/SPO):

1. Follow radio training instruction and request additional training if unsure of how to use the radio.
2. Understand and remain familiar with the radio Code List (Attachment A).
3. Ensure radio is in working condition prior to conducting fieldwork and report damaged/non-operational equipment to a supervisor.
4. Make arrangements to take damaged/non-operational equipment to the County 800 Radio Shop.
5. Shall answer status checks in a timely manner.
6. Deliver clear and brief information.
7. Transmit information that is required for immediate enforcement, investigative, tactical, or safety needs OTA.
8. Field officers shall respond to a call for assistance from fellow officers, if tactically safe to do so.
9. Use the entire call sign (e.g. 92-Paul-1) during radio transmission.
10. Deliver clear and brief information OTA.
11. Advise of any changes in status (10-97, 10-8, etc.) OTA if an MDC is not available.
12. Provide a disposition (NAT, GOA, etc.) OTA if an MDC is not available.
13. Notify dispatch OTA or enter through the MDC end of the shift/fieldwork (10-7/EOW).

B. Supervising Probation Officers (SPO) or designee:

1. Monitor all radio traffic and pay close attention to respective unit transmissions.
2. If unavailable to monitor respective unit staff, shall locate another supervisor or a designee to provide coverage.
3. Respond to calls for assistance and advise OTA or by telephone the ETA.
4. Ensure the appropriate use of radios and provide additional training when necessary.
5. Confirm officers log-off EOW at the end of the shift/fieldwork.

C. Field Commander (FC):

1. Monitor radio traffic in AOR.
2. Ensure the professional, efficient, and proper use of radio communications.
3. Assist and respond to all of the following, including, but not limited to:
 - a. Foot pursuits
 - b. Use of Force
 - c. Citizen complaints resulting from a critical incident or as requested when the unit supervisor or designee is not readily available or in the vicinity.
 - d. Officer-involved shootings
 - e. Traffic collisions
 - f. Any critical incident
4. Inquire on the status of calls or events.
5. Assist in the coordination with other agencies and other duties as reflected in the Field Commander procedure.

III. Training Division:

- A. Provide training to staff respective to the assignment (e.g. PCO, PO, etc.) to properly operate the radio.
- B. Facilitate ongoing use of radio and equipment training.
- C. Assign handheld radios to POs and maintain a master inventory list/call sign list.

Guidelines:

- A. The radio is considered the lifeline to officers in the field/unit. Radio transmissions should be brief, concise, and to the point. Radio codes and terminology shall be used whenever possible.
- B. All staff will be required to successfully complete training regarding the operation of the two-way radios.
- C. Monitor radio traffic for a few seconds before going OTA to prevent confusion and the use of unnecessary airtime.
- D. Emergency traffic has priority over routine traffic.
- E. Supervisors in units without field officers are not required to monitor radio traffic.
- F. Generally, 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.
- G. 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.
- H. Except as otherwise directed by a supervisor, all calls for service or institution movement should be communicated by voice over the radio or MDC as applicable.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

Code Blue and First Aid

Code Red

Emergency Situations: JDAC/TF

JDAC/TF Emergency Operating Procedures: Preparedness, Equipment, Supplies, and Response

Field Commander

Replaces:

TDO# 41- Radio Responsibilities

Use of Radio

Issued by:


Michelle Scray Brown, Chief Probation Officer

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Date

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Attachments:

A – Code List

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 Emergency – Officer Down
 SOAA Search, Other Agency Assist
 SPROP Search, Property
 WARSER Warrant Service
 VERRES Verify Residence Courtesy
 1203.9 Verify Residence 1203.9
 ENSTAL Electronic Surveil Install
 ECHECK Electronic Surveil Check
 EREMOV Electronic Surveil Remove
 FU Follow up
 FCONT Field Contact
 CURFEW Curfew Check
 CFU Court Follow-Up
 HOMEV Violation Investigation
 HOMER Home Call/Routine
 VCONT Victim Contact
 PCONT Placement Contact
 PEDCK Pedestrian Check
 EVFOST Evaluation Foster Home License
 CCONT Collateral Contact
 PTRANS Prisoner Transport
 SUSCON 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

