

# WEST PALM BEACH POLICE DEPARTMENT

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## IV-21 RADIO PROCEDURES AND IDENTIFICATION

**EFFECTIVE: 01/01/2005**

**CALEA Standards: 81.2.3, 81.2.5**

**CFA Standards 17.03, 17.04, 17.06, 33.09, 33.10, 33.11  
33.12, 33.13**

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**I. POLICY:** The purpose of this procedure is to establish procedures for voice radio and digital data communications to and from members and the method used to identify members during such communications. Operations are more efficient and officer safety is enhanced when dispatchers, supervisors, and fellow members know the status of members, their locations and the nature of their calls.

### **II. DEFINITIONS:**

A. Mobile Computer System: A system for providing real-time data communications for members in the field. Such communications include, but are not limited to, administrative messages between units, Florida Criminal Information Center (FCIC), National Criminal Information Center (NCIC), Department of Highway Safety Motor Vehicle (DHSMV) inquiries, and an interface to the CAD system and its related functions using Mobile Computer Units (MCUs).

### **III. RADIO CALL SYSTEM:**

A. The West Palm Beach Police Department, through Dispatch Operations, provides 24 hours, seven (7) days a week radio communication under guidelines established by the Federal Communications Commission (FCC) and those procedures set forth in the Dispatch Operations Manual.

B. The Dispatch Operations Manual provides a uniform code and procedures which facilitate communication unit-to-unit and unit-to-base.

C. The City of West Palm Beach Police Department Radio Communications System consists of talk groups designed to facilitate communications among units sharing geographic areas or like responsibilities.

D. Mobile radio units and dispatch operations have access to communication talk groups shared with the West Palm Beach Fire Department and other interacting agencies.

### **IV. RADIO CALL NUMBERS:**

A. The methods used for identifying officers during radio transmissions will be as follows:

1. The Chief of Police will have the designated call sign of 91.
2. Assistant Chiefs will be designated a two (2) digit call sign of 92 through 99 by the Chief of Police.
3. Personnel below the rank of Assistant Chief will be assigned individual radio call numbers of three (3) or four (4) digits. These numbers may identify a person, a component, a rank, a shift, and/or an area of assignment.
  - a. Radio call signs will be assigned by Dispatch Operations using a numbering scheme best supported by the CAD system and allowing ease of identification of the unit by Dispatch personnel and other listening units.
  - b. Canine officers are identified as K9-1, K9-2, K9-3, etc., depending on the unit(s) in service.
  - c. The air boat is identified as Catch One.
  - d. The helicopter is identified as Air One.
  - e. All members who are off-duty will identify themselves by using the number nine (9) followed by their

I.D. number.

f. All members who are on extra duty details will identify themselves by the detail name as their radio call sign.

1. If more than one member is assigned to the detail at the same start time or the start and finish times of shifts assigned to the detail overlap, each member will go in-service and identify themselves by detail name and request a detail number from dispatch operations.

g. Only call signs authorized by this policy and/or issued by Dispatch Operations will be used in any radio communications by members of this Department.

## V. RADIO TALK GROUPS:

A. The radio network is divided into talk groups (channels) to allow like functions or areas of assignment to communicate effectively. Each talk group is assigned to a particular channel programmed into each portable and mobile radio issued by the Department.

B. Talk groups may be available for use by all members or restricted for use by specific personnel based upon assignment or level of authority and responsibility (Appendix A).

1. Restricted talk groups will not be programmed into any radio assigned to personnel outside the function assigned to the talk group without the written approval of the Division Commander responsible for the function.

2. Management talk groups will be programmed into radios assigned to Sergeants and above.

3. Staff talk groups will be programmed into radios assigned to Captains and above and personnel assigned at the level of Division Commander and/or designated by the Chief of Police.

4. Portable radios assigned to Dispatch Operations for the use of Supervisors and Staff will be fully programmed with all talk groups.

5. Talk groups (channels) will be identified by the number or designation listed on the current Channel Voice Identification scheme (Appendix B).

a. The Channel Voice Identification scheme is based upon the issue radio design and channel programming.

C. Tactical talk groups are assigned to channels 4, 5, and 6 to expedite response and information sharing. Operational tactical talk groups are assigned to channels 4C, 5C, and 6C to reduce main channel traffic during special or extended operations.

1. Tac 4 is assigned for unit to unit use by North District units.

2. Tac 5 is assigned for unit to unit use by South District units.

3. Tac 6 is assigned for use by non-Patrol Division units, such as Traffic and Community Policing, for unit to unit use or for overflow from Tac 4 and 5 during periods of peak call loads.

a. District Patrol Units may use Tac 6 only on request to, and authorization of, Dispatch Operations.

4. Operational Tac channels 4C, 5C, and 6C are for use during specific operations, such as special events or ~~As~~sting@ operations, or when extended unit to unit use is projected, such as extended perimeters during area search situations.

a. In general, Tac 4C should be used for North District and Tac 5C for South District operations. Dispatch Operations will control use by units during events occurring during the shift, authorizing use only on request.

b. In general, Tac 6C should be used for preplanned special events and special operations, leaving 4C and 5C for use during a shift. Requests for use during preplanned events should be made to Dispatch Operations as part of operational planning.

D. Emergency repeaters are assigned to talk groups 3B, 4B, and 5B. One emergency repeater is normally operational at all times to assure availability when needed.

1. Use of emergency repeater channels is prohibited unless specifically ordered by Dispatch Operations, the Chief of Police or a designee, or the City Emergency Operations Center.

E. The City Emergency Operations Center is assigned to talk group 1C.

1. Use of the Emergency Operations Center channel is prohibited unless specifically ordered by Dispatch Operations, the Chief of Police or a designee, or the City Emergency Operations Center.

F. When a member is not logged out of service by Dispatch Operations at a specific location on an assigned or self-initiated activity, the member will be classified as >in service= and will respond to any radio call by giving his or her current location

## **VI. PROCEDURES:**

A. Use of the radio or MCU will be in strict compliance with this directive.

B. On-duty members are required to maintain radio contact while in the field, unless they have been acknowledged by the dispatcher as out of service or off the air.

C. Radio or MCU transmissions will be professional, clear and concise with special attention given to reducing excessive oral or written communication. Members will not use profanity, discuss non-police information, use slang terms or nicknames, or tell jokes over the radio or MCU.

1. The name of a deceased person should not be sent over the air, but by MCU or telephone when possible.

D. All members on extra duty details or on regular duty with primary assignments related to response for calls for service (Patrol, Community Policing, Traffic, CAT) or in support of such units (CID, Crime Scene, Code Enforcement) and the supervisors of these members will advise Dispatch Operations they are going in-service by giving their radio identification number, vehicle number, the ten-code for in-service and by keying (activating) both their portable and vehicle microphone.

1. Members on an extra-duty detail will go in-service at the scheduled start time. In addition to the basic information required above, the scheduled ending time for the detail will be given.

2. Members on regular duty will go in-service immediately after briefing, unless they have received permission from a supervisor to remain in the station.

a. When regular duty members have finished briefing but must remain in the station for a specific purpose: complete a filing package, guard a prisoner, car shuttles, etc., they will verbally advise the dispatcher.

3. The dispatcher will enter or modify the unit detail data in CAD with the above information.

4. Members are responsible for advising Dispatch Operations of any change in equipment, such as vehicle or portable radio, occurring during the shift.

E. Members with primarily administrative or specialized investigative assignments (Command Staff, Staff Services, Support Services, Crime Prevention, Narcotics, Internal Affairs) will go in-service by radio only when necessary to accomplish their duties.

1. All on-duty administrative and special investigative members will have a police radio while away from the

Police Administration Building. The radio will be monitored at all times when not in conflict with accomplishing their primary duties.

2. Administrative and special investigative members will take appropriate enforcement action and respond to emergencies occurring in their vicinity when primary response units are unavailable and when not in conflict with accomplishing their primary duties.

F. All Members will verbally advise the dispatcher and will, when officer safety or public safety is not compromised, utilize the call status functions of the MCU to indicate unit status in the following instances:

1. When responding to the scene of a call.

2. When arriving at the scene of a call.

3. When clearing the scene of a call and back in-service.

- a. Case number will be drawn when applicable.
- b. CAD Report data will be entered when applicable.
- c. Disposition codes will be entered.
- d. FIC information will be entered.
- e. Trespass warning information will be entered.

4. When out of the vehicle for any reason.

5. When changing location for any reason while on a call.

6. When making any vehicle stops for traffic enforcement, investigation or arrest purposes. Officers will give their exact location, description of the vehicle (make, model, color, and year, if possible) license number and state, number and description of occupants (race/gender), and any other pertinent information.

- a. Traffic units on fixed location enforcement details will place themselves out of service for the detail and will only call in individual stops if the location changes or circumstances indicate a need to do so.

7. When making any pedestrian contacts for field interviews, arrests, loiterers, etc., officers will give their location, the person's description and any other pertinent information.

8. When a member is going out of service at the end of his or her shift. The status of that member will be recorded and entered into CAD

- a. Administrative and special investigative members who have gone in-service to accomplish necessary duties will go out of service when no longer monitoring the radio or upon return to the Police Administration Building.

G. When, for officer or public safety reasons, unit status (such as arrival, location changes, etc.) is not entered using the MCU, dispatch operations will be notified verbally and, where possible, the member will update the status and/or field stop information using the MCU when practical after the exigent circumstances are resolved.

H. When a member is not logged out of service by Dispatch Operations at a specific location on an assigned or self-initiated activity, the member will respond to any radio call by giving his or her current location.

I. All routine radio transmissions received by dispatch operations personnel will be acknowledged by stating the current military time.

J. Line supervisors are responsible for notifying Dispatch Operations of any change of assignment of members under their supervision during their shift.

## **VII. GUIDE FOR RADIO COMMUNICATIONS:**

A. Every member engaged in field assignment must have constant access to voice radio communications. All

members will maintain constant radio communication with Dispatch Operations and/or other units unless otherwise authorized by Dispatch Operations, a supervisor, or another standard operating procedure.

B. The City of West Palm Beach will provide each officer with a two-way portable radio for use while away from his or her vehicle per the current collective bargaining agreement (C.B.A.). The Department will provide and maintain a supply of spare portable radios and spare batteries.

C. Every marked police vehicle used by patrol officers is equipped with a mobile radio transceiver capable of transmitting and receiving on all frequencies used by the West Palm Beach Police Department.

D. All radios are capable of both unit-to-unit and unit-to-base communications while in and around the incorporated City boundaries.

### **VIII. TEN CODES & SIGNALS:**

A. The West Palm Beach Police Department has adopted a Ten-Signal Code and a set of dispatch signal numbers to be used by all Department personnel when communicating on the police radio.

1. A copy of the adopted Ten Signal Codes and dispatch signal numbers will be issued to all members who use the police radio.
2. The codes and signals are for Department use and will not be given to the public.
3. The Ten Signal Codes and dispatch signal numbers should be used to limit transmission time and for uniformity.

### **IX. REFERENCE:**

- SOP # II-14 Communication and Data Systems Protocol.
- SOP # II-16 Mobile Computer System
- SOP # III-19 Patrol Vehicle and Equipment.
- SOP # III-24 Stopping and Approaching Vehicles.
- SOP # IV-19 Bomb Squad Function.
- SOP # IV-20 Communications.
- Standard Issue Department Code Card.
- R&R Section 9) Public Activities
- R&R 3.7, Meals

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**Delsa R. Bush, Chief of Police**

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Job Title Task Files: Assistant Chief, Division Commander, Supervisor



