

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	5.16
		Original Issue Date	Reissue/Effective Date
		5/21/19	10/31/19
Order Title: RADIO PROCEDURES		Accreditation Standard: POSTC: 1.1.1	Section
		5	
		Section Title PATROL FUNCTIONS	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish radio procedures and standards for officers of the Bridgeport Police Department.

II. POLICY

It is the policy of the Bridgeport Police Department that all communications over the police radio will be transmitted in a professional manner, and should be direct, concise, and in accordance with Department procedures set forth below, as well as regulations established by the Federal Communications Commission. Unidentified and/or superfluous communications, and obscene and profane language are strictly prohibited.

III. DEFINITIONS

COLLECT: The CONNECTICUT ON LINE LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM is the State of Connecticut's version of NCIC.

Communications System: Conveys information from the public to the Bridgeport Police Department through the Emergency Communications Center personnel to the field officer who responds to the call for assistance, to other law enforcement, emergency services and public service agencies, and to the Records Unit. Public Safety Communications services are provided by the City of Bridgeport Department of Emergency Services and Telecommunications.

CSBI: The CONNECTICUT STATE BUREAU OF IDENTIFICATION (is a bureau of the State Police that is a centralized, statewide record depository containing arrest information that has been submitted by Connecticut law enforcement agencies and includes a fingerprint classification and identification section.

Daily Log: A document prepared by Emergency Communications Center that chronologically records by case/incident number the police activity during the day and shift specified.

NexGen: The record management system where Communications Unit personnel enter information into a computerized database. This information is then relayed to personnel as necessary.

NCIC: The NATIONAL CRIME INFORMATION CENTER is a computer system controlled and operated by the Federal Bureau of Investigation in Washington DC, that gives law enforcement agencies access to information on warrants, criminal histories, stolen property, and missing persons statewide and nationwide.

Sector: This is the area assigned to the patrol units in the field as their geographical area of primary responsibility.

IV. PROCEDURE

A. Communications

1. Every officer is issued a portable radio and will have the radio with them whenever they are on duty to include private job assignments.
2. All sworn officers are required to carry a portable radio with them at all times while away from their vehicle, unless unusual circumstances exist or with the approval of a Supervisor.
3. When going on duty, sworn personnel will be responsible for ensuring that their assigned car and portable radio are functioning properly;
4. All officers and supervisors will be expected to constantly monitor their assigned frequency.
5. All officers in the field will remain in constant and immediate contact with Dispatch during their tour of duty unless on a special assignment authorized by their Supervisor.
6. All field officers will maintain constant communication with the Emergency Communications Center whenever a change in status occurs.
7. All sworn officers will reply promptly when called by the Emergency Communications Center personnel over the police radio system, according to established practices and procedures.
8. All transmissions shall be identified by unit designation or CAD numbers.

9. Bridgeport Emergency Communications Center personnel and police employees will utilize the 10-code system as found in Appendix A when describing calls for service.
10. When attempting to contact the dispatcher, the officer should, under normal circumstances, wait to be acknowledged before continuing to transmit or request information.
11. Officers are required to give the location and any identifying information regarding vehicles or pedestrians when making stops.
12. Officers will not sign off at HQ without permission from a supervisor or unless directed by the dispatcher.
13. The Dispatcher may impose radio silence for handling serious calls.
14. Mobile/portable units may also request radio silence through the dispatcher.
15. If an officer is dispatched to a call while he or she is at HQ, it is important that the dispatch be recorded and that other officers and supervisors are aware of the call. As a result, dispatchers will repeat the information given to the officer at HQ, over the radio as soon as the officer is dispatched.
16. Whenever a Police Unit is dispatched on a call, the exact location, nature of the call, and any other pertinent information will be transmitted to that unit. The field unit, when clear on the information, will acknowledge the dispatch by stating their Radio Number and “10-4.” or “Copy”
17. Upon arrival at the scene, the responding police field unit will transmit their Radio Number and state they are on scene to inform Dispatch of their arrival.
 - a. Officers will update their status at the call by notifying the dispatcher

Upon clearing a call or assignment, the field unit will inform Dispatch accordingly if they have finished their investigation and are back in service.

B. Radio Numbers

1. All Personnel in the Bridgeport Police Department will be referred to by their assigned car numbers during radio communication, unless otherwise specified in this Order.
2. Car Numbers are assigned by the vehicle’s sector number.

C. Radio Codes

Bridgeport Police Department Radio Codes are listed in Appendix A. Normally, officers and dispatchers will use radio codes to describe calls for service along with any other pertinent information.

D. Phonetic Alphabet

When transmitting names or letters that could be misunderstood, the phonetic alphabet should be utilized.

A –	ALPHA	B –	BRAVO	C –	CHARLIE	D -	DELTA
E –	ECHO	F –	FOXTROT	G –	GOLF	H -	HOTEL
I –	INDIA	J –	JULIET	K –	KILO	L -	LIMA
M –	MIKE	N –	NOVEMBER	O –	OSCAR	P -	PAPA
Q –	QUEBEC	R –	ROMEO	S –	SIERRA	T -	TANGO
U –	UNIFORM	V –	VICTOR	W –	WHISKEY	X -	X-RAY
Y –	YANKEE	Z –	ZULU				

E. Clearing the Call

Upon clearing from a call the officer will notify the dispatcher.

APPENDIX A

BRIDGEPORT POLICE 10-CODES:

10-1	On Duty	10-51	Pick Up and Hold
10-2	Off Duty	10-52	Mental Case
10-3	Vehicle Listing	10-53	Boating Incident
10-4	Acknowledge	10-54	Recovered MV
10-5	En Route	10-55	Vehicle Block Driveway
10-6	Out Of Service	10-56	Vacant House
10-7	In service / on Duty	10-57	Youths Causing Disturbance
10-8	In Booking	10-58	Noise Complaint
10-9	Personal Relief	10-59	Reg Plate Stolen/Recovered
10-10	On Scene	10-60	Hazardous Condition
10-11	Training	10-61	Bomb Threat
10-12	detail for Patrol	10-62	Open Hydrant
10-13	911 Button Activated	10-63	Narcotic Violation
10-14	Pursuit	10-64	Check Traffic Control
10-15	Subpoena	10-65	landlord Tenant Dispute
10-16	Warrant Service	10-66	Larceny/Shoplifting
10-17	Warrant/record Check	10-67	Airplane Crash
10-18	Shots fired	10-68	Alarm Cancellation
10-19	Abandoned M/V	10-69	Escape From HQ
10-20	MV Accident	10-70	Escape From State Jail
10-21	Ambulance Requested	10-71	Meet Complainant
10-22	Assault With Weapon	10-72	Location
10-23	Alarm(burg hold up)	10-73	Roll Call
10-24	Assault	10-74	Missing Person
10-25	Burglars At Work	10-75	Indecent Exposure
10-26	Breach Of Peace	10-76	Purse Snatch
10-27	Drunk/Intoxicated Person	10-77	Meet The Officer
10-28	D.W.I	10-78	Traffic Detail
10-29	Fire Alarm	10-79	Parking Violation
10-30	Fireworks	10-80	Sexual Assault
10-31	Lost/Found Property	10-81	Stop, Walk, And Talk
10-32	Officer Needs Help	10-82	MV Stop
10-33	Burglary-Residence	10-83	Domestic
10-34	Hit and Run	10-84	Child Abandonment
10-35	Hold Up	10-85	Custodial Interference
10-36	House Fight	10-86	Criminal Mischief
10-37	Vice Complaint	10-87	Neighbor Dispute
10-38	Return To HQ	10-88	Harassment
10-39	Suspicious Person	10-89	Threats
10-40	Suspicious Vehicle	10-90	Trespassing
10-41	Burglary Commercial	10-91	Animal Complaint
10-42	Suicide	10-92	Strike Detail
10-43	Street Fight	10-93	Non Motor Vehicle Accident
10-44	Stolen Vehicle	10-94	Assisting Unit
10-45	Money Transfer	10-95	Loitering
10-46	Notification	10-96	Escort Duty
10-47	Report to the Garage	10-97	Guard Duty
10-48	Homicide	10-98	Court Appearance
10-49	Drowning	10-99	Routine Medical Check
10-50	Agency Referral		