



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

GENERAL RADIO PROCEDURES

GENERAL ORDER: 04.08

CREATED: December 1, 2000

ISSUE DATE: April 28, 2016

ACTION: Amends original general order

EFFECTIVE DATE: April 28, 2016

04.08.0 **PURPOSE**

The purpose of this General Order is to establish policies and procedures for general radio procedures.

04.08.1 **POLICY**

The policy of the Concord Police Department is that all those codes and unit numbers established by the department will be used at all times when communication is made by use of the radio.

04.08.2 **UNIT NUMBERS**

- A. Every employee will be issued a unit call number that will correspond to their assignment.
- B. The unit number will consist of four digits. The first number is always a 4 as it corresponds to the City of Concord. The second number corresponds to the assignment area and if on patrol, the third number corresponds to the assigned rotation.
- C. Division/District Commanders will end in 00.
- D. Canine officers will end in 9.
- E. Officers working secondary employment shall use the word "Code" in front of their unit number so dispatch will know that the officer is working a secondary assignment.
- F. Unit numbers will be spoken as follows:
 - 1. 4001-Forty Zero One
 - 2. 4100-Forty-One Hundred
 - 3. 4210-Forty-Two Ten
 - 4. Code 4323-Code Forty-Three Twenty-Three

04.08.3 **10-CODES**

- A. Communications maintains a list of "10-codes" that corresponds with officer activities and assignments.
- B. Officers shall use these "10-codes" to allow for less radio transmission time and a better tracking of an officer's activities.
- C. Personnel shall accurately provide the dispatcher with a disposition code for each assignment via radio or their Mobile Data Terminal (MDT). The CAD dispatch record shall serve as the permanent record for assignment dispositions. The current disposition code list will be attached to this policy.

04.08.4 **RADIO COMMUNICATIONS TO AND FROM FIELD PERSONNEL****A. REQUIRED CONTACT BY FIELD PERSONNEL**

- 1. Prior to the beginning of each shift, communications will add units to the Computer Aided Dispatch (CAD) for patrol based on manpower. Unless working outside of these hours, patrol units do not need to check on or off duty. Field personnel are expected to go in-service immediately following roll call or at the start of the assigned shift if no roll call is held.
- 2. All other units other than patrol shall check on and off duty in order to allow for proper tracking of manpower in CAD. It is important to have an accurate number of all officers on duty at all times.

B. STATUS CHANGES AND LOCATION CHANGES

- 1. Field personnel shall promptly apprise the dispatcher of all changes in their status (e.g., on scene, in service/available).
- 2. Field personnel shall promptly apprise the dispatcher of all changes in their location while on an assignment.

C. SELF-INITIATED ACTIVITY

- 1. Field personnel shall promptly apprise the dispatcher of any self-initiated activity (e.g., traffic stops, subject stops).
- 2. In the event personnel enter their own activity into the MDT, personnel not receiving a dispatcher's verbal acknowledgment of the activity should contact dispatcher via radio to verify the activity was received by the dispatcher.

D. FIELD PERSONNEL DISPATCHED TO ASSIGNMENTS

- 1. Field personnel shall respond directly to assignments they receive from the dispatcher. Field personnel shall advise the dispatcher of any reasons that may preclude them from responding directly to an assignment.

2. If a supervisor believes an officer who received an assignment should not respond, that supervisor shall notify the dispatcher.

E. FIELD PERSONNEL ON SCENE

1. Field personnel on scene of an assignment shall keep the dispatcher informed of any status changes, notifications required by other departmental policies, and requests for additional resources.
2. Field personnel on scene with a supervisor shall be under the authority and control of that supervisor. The supervisor in charge of the scene has responsibility for all resources at the scene.

04.08.5 SUPERVISORS REQUIRED AT SPECIFIC INCIDENTS

A supervisor shall respond to the following assignments:

- A. Any incident where there is a likelihood of life-threatening injury or death; or where death has occurred (e.g., assignments categorized as a reported death, shooting, suicide, traffic fatality).
- B. Any incident where a confrontation or conflict with police is known or likely to occur (e.g., assignments involving people in mental health crisis, citizens known to resist the police, citizens known to complain about police service).
- C. Any incident required by department policy (e.g., vehicle accidents involving personnel, pursuits, use of force, injured personnel, recording of police activity).
- D. When requested by personnel.
- E. When requested by a dispatcher to perform a supervisor-specific function (e.g., to check on personnel's status at an assignment).
- F. Any incident involving a department or city employee while off-duty that requires a police response. Such incidents shall be investigated by an employee of higher rank unless dictated by the Chief of Police or designee. The investigating supervisor shall notify their immediate supervisor of the incident to determine how to proceed.

04.08.6 GENERAL RULES

- A. Officers shall give their geographic location when answering calls from dispatch.
- B. Officers should refrain from the use of "blind radio traffic" and get acknowledgement from dispatch before delivering information unless it is an emergency.
- C. During emergency situations such as when an officer needs assistance, a foot pursuit, a vehicle pursuit, etc., officers should remain off the police radio when feasible to allow officers on the scene the use of the radio.

- D. The use of the department radio is for law enforcement use only and communication needs to be professional. The recordings from officer communication on the police radio may be used in court and may be subject to public records requests.



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