

A. **PURPOSE.** To outline responsibilities, rules and methods of operation for radio communication within the Grand Rapids Police Department

B. **CONTROL**

1. Federal Communications Commission (FCC) rules charge the City of Grand Rapids with the proper operation and use of each radio transmitter (base, mobile, portable, and other wireless devices). Violations of FCC rules may result in action against the individual violator(s) and the City's license to operate. As radio communication is vital to the operation of a police service, all employees possessing, operating, or responsible for Grand Rapids Police Department radio equipment or radio frequencies must strictly comply with the provisions of this Procedure.
2. All supervisory employees and Communications personnel are responsible to immediately report such violations in writing to the Office of the Chief of Police and to take immediate corrective action to terminate the violation.

C. **GENERAL RULES OF OPERATION**

1. Grand Rapids Police Department radio communications equipment and frequencies shall be possessed and operated:
 - a. Only for communication related directly to the official business of the Police Department and City of Grand Rapids.
 - b. Only by authorized employees of the Police Department, except where specifically authorized by the Office of the Chief of Police.
 - c. In a manner as provided for in this Procedure.
2. **Prohibited Transmissions.** The following voice and digital transmissions are prohibited at any time on Grand Rapids Police Department radio equipment and/or frequencies:
 - a. Indecent; obscene; or profane words, language, or meaning
 - b. Personal messages except as may relate to a personal emergency
 - c. Intentional interference with other users or units
 - d. False or deceptive messages

- e. Any distress signal, such as a “10-39,” except when in danger and asking for help
 - f. Music, whistling, sound effects, or material to amuse or entertain
 - g. Continuous, unmodulated carrier “mike clicking” or argumentative, sarcastic, or superfluous remarks
3. Equipment
- a. Employees shall be responsible for continuing inspection of assigned radio equipment. Modification or repair of radio equipment is permitted only by employees assigned to the Technical Services Unit or by others under the direction of the Communications Manager. Equipment requiring repair or modification shall be turned in to the aforementioned unit with written notification of the problem encountered.
 - b. Employees shall exercise due care and caution during the possession and operation of Department radio equipment to avoid damage, loss, theft, or unauthorized use.
4. Frequency Allocation. Radio-equipped Departmental units shall conduct all radio traffic on the appropriate frequency assigned as shown in the following chart, except as directed otherwise by the Emergency Communications Center Dispatcher.
- a. The Kent County Emergency Frequency, KC Inter-Op/F4 is a shared use channel licensed to the Kent County Sheriff’s Department. Permission for use shall be obtained from the Kent County Sheriff’s Department prior to use.
 - b. The Communications Unit does not regularly monitor GR SRT/F5, which is assigned to the Special Response Team. The receiver range is limited and it is monitored on an “as time permits” basis.
 - c. The Michigan Emergency Public Safety MEPS/F6 channel is licensed to the State of Michigan and is not to be used for car to car communications.
 - d. VTAC national interoperability channels shall be used primarily for communications with public safety units from other jurisdictions and shall be used only upon the direction of a supervisor.

5. Communication over the radio is of the utmost importance during any type of police activity and shall be used as the primary source of communication to other Department employees.

- a. Cell phones, Personal Electronic Devices (PEDs), or other communication devices shall NOT be utilized to transmit or relay information that should normally be broadcast over the radio.
- b. Cell phones or PEDs shall be used as a secondary form of communication to relay sensitive information during special assignments or operations or if the communication is beyond the normal radio range.

Grand Rapids Police Channel Designation	Repeater	Monitored By Communications Unit	Use
F-1 South Dispatch	Yes	Yes	South and East Service Areas; city-wide patrol units; support and investigative units.
F-2 Radio/LEIN	Yes	Yes	Inquiry channel for LEIN, NCIC and SOS record checks.
F-3 North Dispatch	Yes	Yes	North and West Service Areas, Forensics.
F-4/KC Inter-Op	Yes	No	Kent County's interoperable channel; Kent County law enforcement agencies.
F-5 SRT	No	No	Secondary use by supervisory, investigative and tactical units.
F-6 MEPS	No	No	Michigan Emergency Public Safety (MEPS)
F-15 Events	No	No	Special Events
F-16 GR Inter-Op	No	No	Grand Rapids interoperable channel; Kent County Law Enforcement agencies
VTAC Channels	No	No	National interoperable channels
VICE	No	No	Special operations by Vice Unit.
WYPD	Yes	Yes	Wyoming PD primary frequency

D. SPECIFIC RESPONSIBILITIES

1. Emergency Communications Unit personnel shall:

- a. Assign patrol units to respond to calls for service and Department directed assignments as per the "Call Management" Procedure.

- b. Convey all available information pertaining to an assignment to the responding patrol unit(s) as per the Mobile Data Computer (MDC) Procedure.
 - c. Monitor the assigned radio frequencies, controlling radio traffic and responding to transmissions received from field units.
 - d. Promptly make two (2) attempts to call patrol units not responding to an initial call. If no response is received to these attempts, the Emergency Communications Operator shall notify the appropriate field supervisor of the situation and the last known location and activity of the subject unit. (The field supervisor shall also prepare a written notification to the appropriate unit commander referencing the situation, including the final disposition.)
 - e. Assign an incident number to all calls for service and other events responded to by field units. The first unit dispatched to a multi-unit incident shall possess the responsibility for the original report. Other responding units have the responsibility for follow-up reports. Calls for service which are cancelled while the responding units are enroute may have the report number cancelled. If the unit arrives on scene, or “in the area,” the incident shall receive a report number. A new alarm shall receive a new number.
 - f. Accurately record in the Computer Aided Dispatch (CAD) system/patrol unit assignments to calls for service, Department-directed events, and self-initiated activity, including meals and rest breaks.
2. Radio-Equipped Units:
- a. Are defined as all patrol, investigative, and support units equipped with mobile (vehicle) radios and/or portable (hand-held) radios. All such units are responsible and accountable for the following procedures unless specifically limited.
 - b. Should listen briefly (ten seconds recommended) to radio traffic on their frequency before broadcasting so as not to interfere with other units. However, all units shall yield the frequency to units identifying “EMERGENCY” traffic.

- c. Shall identify themselves during all transmissions by use of their radio call number. Names of persons shall not be used as radio identifiers. Badge numbers may be used if radio call numbers have not been assigned.
 - d. Shall respond promptly to calls from the Emergency Communications Operator and supervisory or command units.
3. Patrol Units shall:
- a. Monitor both north and south frequencies while in their patrol vehicle and respond on their assigned frequency at all times during their tour of duty, except as required for officer safety or tactical necessity.
 - b. Notify the Emergency Communications Operator by voice when entering service at the beginning of their tour of duty. They will inform the dispatcher of their unit number and any special equipment they may have.
 - c. Notify the Emergency Communications Operator by voice upon going out of service at the end of their tour of duty. This shall occur no more than fifteen (15) minutes prior to the end of their shift.
 - d. Acknowledge transmissions from the dispatcher or other units in a clear and understandable manner. A click of the microphone is not sufficient.
 - e. Respond to calls from the Emergency Communications Operator with their radio call number and location; example: “1915, 28th and Madison.”
 - f. Respond to a single unit non-emergency incident by the MDC:
 - (1) Promptly change their status to “Enroute” at the point of initiating the response by function key or touchscreen of the MDC.
 - (2) Change their status to “Onscene” directly after completing the response to a reported incident by function key or touchscreen of the MDC.

- (3) Change their status to “Clear” after completing the response to a request for police service by function key or touchscreen of the MDC.
- g. Advise the Emergency Communications Operator promptly by voice of changes of location while on calls for service.
- h. Advise the Emergency Communications Operator by voice at the beginning and end of all breaks (i.e., meals, bathroom, etc.).
- i. For multi-unit calls, advise the Emergency Communications Operator by voice of their arrival upon the scene of an incident by stating “On Scene.”
 - (1) For multi-unit calls units will coordinate their response and all units will call on scene unless tactical circumstances dictate otherwise.
 - (2) For single unit non-emergency calls for service officers can utilize the Mobile Data Computer (MDC) to put themselves “Onscene.”
- j. Notify the Emergency Communications Operator by voice of all traffic stops, person stops, change of status, and other events for which they leave their patrol vehicle. They shall promptly notify the ECO of their return.
- k. Notify the Emergency Communications Operator upon completion of an assignment.
- l. Comply with the direction of the Emergency Communications Operator.