



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 407.3	
<b>Subject:</b> Communications	<b>Topic:</b> Alert Tone Function	
<b>Accreditation:</b> ADM. 25.01	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to establish a policy for the uniform use of the Alert Tone Function of the base station radio console.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to utilize the Alert Tone Function of the base station radio console for emergencies. This policy will define a standardized procedure and designate the uses and their differences.

## III. CRITERIA

A. Two alert tones precede all broadcasts of crimes in progress and reports of major crimes that just occurred. Major crimes are defined as those crimes that cause or threaten serious bodily injury or substantial property loss i.e. shooting, armed robbery, etc. Additionally, two tones will precede the ECC announcements of pursuits in progress. By sounding two alert tones prior to announcing a crime in progress, pursuit or other major crime that just occurred, it is implied that the channel is held until ECC announces that the channel has been released.

## IV. PROCEDURES

### A. Emergency Radio Traffic Talk Group Hold

1. In order to provide a clear radio network for the use of field units on the scene of an emergency, the following procedures have been implemented:
  - a. A field unit requests to hold the talk group for emergency traffic.
    1. ECC personnel will immediately broadcast the following announcement. "All units hold traffic on [Sterling channel, Dulles channel or other applicable talk group]." This will be simulcast on the Sterling Channel, Dulles channel and any other applicable talk group channels.
    2. All field units will limit radio traffic on all talk groups.
    3. The only personnel authorized to use the radio during the emergency will be the unit(s) on the scene, the unit(s) responding

to assist, the supervisor (s) dealing with the emergency, and ECC personnel.

- b. If necessary, ECC personnel will make a brief re-broadcast that the talk group is being held for emergency traffic only and:
  - 1. Remind field units to release the talk group hold as soon as possible
  - 2. Advise supervisors of an on-going emergency
  - 3. Reduce traffic from field units not hearing the original announcement
- c. In the event a field unit does not hear the emergency traffic announcement and interrupts the held talk group, an example of a proper response from ECC personnel is as follows: "210A, east end is being held."
- d. Field units will be expected to update ECC personnel within five minutes. If ECC does not receive a status report, they will attempt to contact the field unit(s). If no contact is established, ECC personnel will notify the supervisor and/or other responding units.