



PARADISE VALLEY POLICE GENERAL ORDER

Radio Operational Guidelines

Order Number

81.1

Date

04-17-17

81.1 Radio Operational Guidelines

The *Department* owns or has consent to use *Federal Communications Commission (F.C.C.)* licenses for every one of its radio channels. Therefore, all radio operations *shall* be conducted in accordance with *Federal Communications Commission* procedures and requirements, including:

1. The radio is to be used for official police business only.
2. All communications *shall* be restricted to the minimum practicable transmission time; transmissions are to be brief and to the point.
3. Pronounce words distinctly.
4. Use plain English normally, and radio codes when necessary.
5. Be impersonal.
6. Voice and data radio discipline *shall* be maintained.
7. No one *shall* make any unidentified transmission.
8. No one *shall* use profane, indecent, or obscene language.
9. *Employees shall* abide by established procedures.
10. Courtesy *shall* be the norm.

81.1.1 Radio Designators

- A. *Employees* using a *Department* radio *shall* identify themselves through the use of their assigned identification numbers.
- B. *Officers* who are *on duty shall* log themselves *on duty* via their Mobile Data Computer (*MDC*) and notify the dispatcher by radio as soon as possible upon becoming available for radio traffic or undertaking duties in the field.
- C. *Officers shall* log themselves *off duty* via their *MDC* and notify the dispatcher by



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radio as soon as possible at the conclusion of the *shift*.

- D. *Officers who are working off duty as police officers shall notify the dispatcher prior to the start of their shift, via radio or computer, of their location and their designator. Officers shall also notify dispatch at the conclusion of the shift.*
- E. The radio system is a multichannel mobile and portable system capable of two-way operation on various public safety frequencies as explained in the *Communications Section Standard Operating Procedures*.

81.1.2 Communication Codes (10 Codes)

- A. Radio Codes are as follows:

10-1	Signal Weak
10-2	Signal Good
10-4	Affirmative (O.K.)
10-6	Busy
10-7	Off Duty/Out of Service
10-8	In Service/Ready for Service
10-9	Repeat/Say Again
10-15	In Custody
10-20	Location
10-21	Call by Telephone
10-22	Disregard/No Further Action
10-23	Arrived at Scene
10-27	Drivers' License Information
10-28	Vehicle Registration Information
10-29	Record/Warrant Info Check
10-49	Confidential Information
10-51	Felony Outstanding Warrant
10-52	Misdemeanor Outstanding Warrant
101	Female
103	At Station
202	Male
905	Backup



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906 Immediate Backup
918 Mental Issue
961 Non-Injury Accident
962 Injury Accident
963 Fatal Accident
998 *Officer Involved Shooting*
999 *Officer Down*
Code 20 Status Check

B. The phonetic alphabet is as follows:

A - Adam	G - George	M - Mary	S - Sam	Y - Young
B - Boy	H - Henry	N - Nora	T - Tom	Z - Zebra
C - Charles	I - Ida	O - Ocean	U - Union	
D - David	J - John	P - Paul	V - Victor	
E - Edward	K - King	Q - Queen	W - William	
F - Frank	L - Lincoln	R - Robert	X - X-ray	

C. Military Time

It *shall* be standard practice to identify time using the 24-hour military time system.

81.1.3 Multi-Agency Communication

Officers can communicate with other area agencies by use of the Regional Wireless Cooperative (RWC) Interoperability Channels (see Communications Section SOP 5.3)