

<b>SALINA POLICE DEPARTMENT</b>		Number
<b>GENERAL ORDER</b>		<b>O2104</b>
SUBJECT: <b>RADIO PROCEDURE</b>		
EFFECTIVE: 8/30/21 ISSUED: 8/30/21 REVIEW: Annual		
CANCELS:		
AMENDS: O2104 issued 11/10/17		Distribution
CALEA References: 81.1.2., 81.2.4., 81.2.5. - 81.2.7.		A

**POLICY**

The Communications Center handles the radio dispatch of calls for service for the Fire, Medical and Law Enforcement agencies in Salina-Saline County, including radio communications for the Salina Police Department.

The Communications Center is the focal point of telephone communications for the Department and is the means by which the Department's resources are deployed to provide services throughout the City. The effective use of the communications system depends upon the cooperation of everyone using it. Each must be aware of the demands placed upon the system and use it properly. Radio operations of the Salina Police Department must be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. The following procedures have been developed to guide officers of this Department in the usage of the communications system.

**PROCEDURE**

1. Radio Channels are assigned as follows:

1.1.

Channel	Channel Name	Encrypted
1	<b>SA LAW OPS</b>	No
2	<b>SA LAW ADMIN</b>	Yes
3	SA LAW INV	Yes
4	SA SO C2C	Yes
5	SAL PD C2C	Yes
6	SA SCENE 1	Yes
7	SA SCENE 2	Yes
8	LEO TRAINING	Yes
9	SA SO JAIL OPS	Yes
10	SA EVENT A	No
11	SA EVENT B	No
12	SA EVENT C	No
13	SA EVENT D	Yes
14	C-EVENT-1	Yes
15	C-KHP-1	Yes

2. Description and Procedures for Using Channels

2.1. **Channel 1 - SA LAW OPS**

2.1.1. **Main emergency channel used by Operations Division, when dispatching of calls for service, and advising unit status. Transmission times should be kept to a short duration to avoid prohibiting emergency traffic from either the Communications Center or field units.**

a. **Unit-to-unit communications should be limited to emergency response situations only. This frequency is statewide and can be used to talk back to Salina Dispatch anywhere in the State of Kansas**

**2.2. Channel 2 - SA LAW ADMIN**

2.2.1. Used in relation with Channel 1, this frequency should be used for administrative requests which are too lengthy to be conducted on Channel 1, to include: driver's license checks, tag registrations checks, NCIC requests, records checks, and any other administrative request. Administrative unit to unit communications should be used on this channel. This frequency is also used as a backup in the event of equipment failure to the operations channel.

- a. NOTE: Channel 2 may occasionally be out of service. When this occurs, Channel 2 to be handled by Channel 3 - SA LAW INV.
- b. This frequency is for Saline County and surrounding counties only.

**2.3. Channel 3 - SA LAW INV**

2.3.1. Primary channel for Salina Police Investigations Unit and Saline County Sheriff's Investigations Unit. This will serve as the backup channel to operations and administrative channels.

**2.4. Channel 4 - SA SO C2C**

2.4.1. Primary channel for deputies to talk car to car and is not monitored by dispatch.

**2.5. Channel 5 – SAL PD C2C**

2.5.1. Primary channel for officers to talk car to car and is not monitored by dispatch.

**2.6. Channel 6 – SA SCENE 1**

2.6.1. Channel to be utilized in major crime scene events. Examples would be Homicide Scene or Fatality Accidents where multiple units need to coordinate with each other.

**2.7. Channel 7 – SA SCENE 2**

2.7.1. Channel to be utilized in major crime scene events when there is already another event occurring on SA SCENE 1. Examples would be Homicide Scene or Fatality Accidents where multiple units need to coordinate with each other.

**2.8. Channel 8 – LEO TRAINING**

2.8.1. Channel to be utilized for training (for example active shooter, felony car stops, etc.

**2.9. Channel 9 – SA SO JAIL OPS**

2.9.1. Channel to be utilized for daily jail operations. Officer will use channel to contact jail personnel to open and close doors and overheads. Not monitored by dispatch.

**2.10. Channel 10 – SA EVENT A**

2.10.1. Channel to be utilized when multi-jurisdictions are involved in a major event. Also used for scheduled events such as parades, River Festival and the Tri-Rivers Fair. Channel is not encrypted, use of encrypted channel SA Event D should be considered if radio traffic will be sensitive in nature.

**2.11. Channel 11 – SA EVENT B**

2.11.1. Channel to be utilized when multi-jurisdictions are involved in a major event. Also used for scheduled events such as parades, River Festival and Tri-Rivers Fair. Channel is not encrypted, use of encrypted channel SA Event D should be considered if radio traffic will be sensitive in nature.

**2.12. Channel 12 – SA EVENT C**

2.12.1. Channel to be utilized when multi-jurisdictions are involved in a major event. Also used for scheduled events such as parades, River Festival and Tri-Rivers Fair. Channel is not encrypted, use of encrypted channel SA Event D should be considered if radio traffic will be sensitive in nature.

**2.13. Channel 13 – SA EVENT D**

2.13.1. Channel to be utilized when multi-jurisdictions are involved in a major event. Also used for scheduled events such as parades, River Festival and the Tri-Rivers Fair. Channel is the only encrypted event channel.

**2.14. Channel 14 – C-Event-1**

2.14.1 Channel to be utilized when the Kansas Highway Patrol is involved in an event. Examples are KHP initiates a vehicle pursuit, major accidents where KHP is assisting Salina Police, Fire/EMS or Saline County Sheriff.

**2.15. Channel 15 – C-KHP-1**

2.15.1 Primary channel for monitoring Kansas Highway Patrol radio traffic. This is a monitor-only channel and should not be transmitted on.

**3. Additional Radio Channels**

The 800 MHz radio system has forty two zones. Each zone has the capability of sixteen channels. Zones can contain the same channels as the ones listed above in addition to other channels.

**3.1. SASO TRANSPORT**

3.1.1. Primary channel for Saline County Sheriff Transport. This frequency is statewide and can be used to talk back to Salina Dispatch anywhere in the State of Kansas.

**3.2. SA SO COURT**

3.2.1. Primary channel for Saline County Sheriff Court Security.

**3.3. SA SO CIVIL**

3.3.1. Primary channel for Civil Process.

**3.4. SA PD SWAT CMD**

3.4.1. Primary channel for communications between SWAT Command and Salina Dispatch.

**3.5. SA PD SWAT 1**

3.5.1. Primary channel for SWAT when deployed.

**3.6. SA PD SWAT 2**

3.6.1. Secondary channel for SWAT when deployed.

**3.7. 135/70 DTF 1**

3.7.1 Primary channel for Drug Task Force. Not monitored by Salina Dispatch.

**3.8. 135/7- DTF 2**

3.8.1 Secondary channel for drug task force. Not monitored by Salina Dispatch.

**3.9. NC8-PSAP**

3.9.1. Primary channel when multiple outside agencies are involved in an event and they do not have any of our frequencies in their radios. Not encrypted.

**3.10. SA FD OPS**

3.10.1. Primary channel of the Salina Fire Department for operations fire calls.

**3.11. FD/EMS ALERT**

3.11.1. Primary channel for paging Salina Fire/EMS

**3.12. SA EMS OPS**

3.12.1. Primary channel of the Salina Fire Department for operations **emergency medical calls.**

**3.13. SARFD 1<sup>ST</sup> RESP**

3.13.1. Primary channel used when Salina Fire/EMS is responding to emergency medical calls in the county to include injury accidents.

**3.14. SAL FIRE TAC 1**

3.14.1. Channel to be used when more than one fire event is occurring. Also used when the fire event will last for an extended period of time.

**3.15. SAL FIRE TAC 2**

3.15.1. Channel to be used when more than one fire event is occurring. Also used when a fire event will last for an extended period of time.

**3.16. SA RFD ALERT**

3.16.1. Primary channel for paging Rural Fire, Rural 1<sup>st</sup> Responders and Gypsum EMS.

**3.17. SA RFD 1, SA RFD 2, SA RFD 3, SA RFD 5, SA RFD 6 and SA RFD 7**

3.17.1. Each Rural Fire District will have its own primary radio channel. Dispatch will utilize the appropriate channel depending on which fire district the emergency originated in.

3.17.2. Assaria Fire Department will operate on SA RFD 2 radio frequency.

3.17.3. Gypsum Fire Department will operate on SA RFD 1 radio frequency.

3.17.4. Gypsum EMS will operate on SA RFD 1 is responding to a fire in their district. When responding to a medical emergency, they will operate on SARFD 1<sup>st</sup> RESP frequency.

**3.18. SA EM OPS**

3.18.1. Primary channel for Saline County Emergency Management.

**3.19. SA EM Sirens**

3.19.1. Primary channel for setting off the tornado sirens in within the City or Salina and Saline County.

**3.20. SAL ANIMAL**

3.20.1 Primary channel for Salina Animal Shelter.

**4. Radio Codes**

4.1. Free voice will be used on all frequencies except for the administrative codes.

4.1.1. "10-Signals"

<b>10-1</b>	Unreadable Radio Traffic
<b>10-2</b>	Readable Radio Traffic
<b>10-4</b>	Acknowledgement
<b>10-6</b>	Busy; Stand-by
<b>10-7</b>	Out of Service
<b>10-8</b>	In Service
<b>10-9</b>	Repeat
<b>10-11</b>	Remain in Service
<b>10-12</b>	Visitors, Press, or Officials Present
<b>10-14</b>	Convoy or Escort

<b>10-15</b>	Prisoner in Custody
<b>10-19</b>	Return to Station
<b>10-20</b>	Location
<b>10-21</b>	Call _____ by Phone
<b>10-22</b>	Disregard
<b>10-23</b>	Arrived at Scene
<b>10-24</b>	Through with Last Assignment
<b>10-27</b>	Request Driver's License Information
<b>10-28</b>	Request Full Registration Information
<b>10-29</b>	Check Record for Wanted or Stolen

<b>10-32</b>	Chase; All Units Stand-by
<b>10-33</b>	Emergency Traffic Only
<b>10-37</b>	No Rush
<b>10-38</b>	Urgent – Silent Run
<b>10-39</b>	Emergency – Lights and Siren
<b>10-40</b>	Dead
<b>10-42</b>	Home

<b>10-43</b>	Meet _____ at _____
<b>10-44</b>	Investigate Vehicle
<b>10-46</b>	Investigate Drunken Driver
<b>10-47</b>	Non-injury Accident
<b>10-48</b>	Injury Accident
<b>10-55</b>	Request Permission to Call Another Unit
<b>10-80</b>	Pick Up Your Partner

4.1.2. Additional Codes and Signals

<b>SIGNAL CODES</b>	
<b>Signal 1</b>	Armed and Dangerous Wanted Person
<b>Signal 3</b>	Mental
<b>Signal 4</b>	Suicidal
<b>Signal 30</b>	No Wants or Warrants
<b>Code 65</b>	Drug Violation

<b>EMS CODES</b>	
<b>Code Green</b>	Non-Serious
<b>Code Yellow</b>	Serious
<b>Code Red</b>	Life Threatening
<b>Code Blue</b>	No Pulse / Not Breathing
<b>Code Orange</b>	Mental
<b>Code Black</b>	Dead
<b>Code White</b>	Combative Subject

**5. Radio Unit Identification Numbers**

- 5.1. The Department radio identification numbers are comprised of the employee’s computer identification number.
- 5.2. Any time the radio is utilized, the appropriate unit designation shall be used to assure proper identification.

**6. Use of Time**

- 6.1. Standard military time shall be used in radio transmissions, e.g. 9:00 a.m. is 0900 hours, 9:00 p.m. is 2100 hours.

**7. Phonetic Alphabet**

- 7.1. The following phonetic alphabet has been adopted by the Department and should be used in radio transmissions when appropriate.

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

**8. Nature of Transmission**

- 8.1. Transmissions shall be made in a professional manner and contain only official police business, with emphasis on brevity. No personal, humorous, or trivial messages will be sent.

**9. Failure of Communications System**

- 9.1. Should there be a failure of the radio communications system, officers shall attempt to initiate radio contact on all channels and, failing that, shall proceed to the nearest telephone. Upon arrival, contact Communications by telephone and await instructions.

**10. Communications Procedures:**

- 10.1. It is the policy of the Department to prioritize calls for police service to more effectively utilize field personnel. Call takers may upgrade call priority classification if specific circumstances indicate the need for earlier on-scene response. Calls for service received in the communications center are dispatched in a priority manner. Priorities are assigned to each call by numbers one (1) through four (4), with one (1) being the highest. Call priority is based on those calls with officer and public safety being the highest, and the remainder of priorities being assigned as to the need of immediate officer response.

- 10.1.1. **Priority one (1) Calls** - Any call requiring an immediate police response. If no units are available in that beat, the closest available unit(s) will be sent. When no units are available the dispatcher will utilize the steady emergency tone followed by the location and type of emergency. Factor's that should be considered are threat to life or limb, criminal offense in progress, potential violence or imminent danger, and officer needs help. Priority one (1) calls should be dispatched within one (1) minute. Priority one (1) calls include, but are not limited to:

- a. Robbery
- b. Stabbing
- c. Sexual assault in progress
- d. Shooting
- e. Physical altercation, combatants still present
- f. Accident with injuries
- g. Gunshots fired
- h. Hold-up or panic alarm
- i. Structure or vehicle burglary in progress
- j. Critical missing person, i.e. Child suspicious circumstances

- 10.1.2. **Priority two (2) Calls** - There is no offense in progress. Any delay in a police response is not likely to result in a criminal offense, result in further injury, loss of property, or adversely affect the investigation. There is no reason to believe the suspect is still at the location or in the area. The goal is to send the beat officer. If the beat officer is not available the dispatcher may hold the call for up to fifteen (15) minutes. After fifteen (15) minutes the dispatcher will send an officer from another beat. Priority two (2) calls include, but are not limited to:

- a. Shoplifter in custody/not resisting
- b. Commercial or residential alarm
- c. Structure burglary not in progress, building not checked
- d. Sexual assault not in progress
- e. Suspicious person
- f. Accident that is a traffic hazard
- g. Natural / Unattended death

10.1.3. **Priority three (3) Calls** - A delay is not likely to adversely affect the investigation. No change in physical evidence is expected, the suspect description is unknown or is not in the area. The goal is to send the beat officer. Calls may be held for up to forty-five (45) minutes. If after forty-five (45) minutes has passed, an officer from another beat will be sent if the beat officer is still unavailable. Priority three (3) calls include, but are not limited to:

- a. Damage to property
- b. Structure burglary not in progress, building has been checked
- c. Automobile burglary not in progress
- d. Gas skips
- e. Runaway
- f. Verbal disturbance
- g. Disturbing the peace
- h. Theft not in progress

10.1.4 **Priority four (4) Calls** - No complainant is waiting or involves a follow- up to an incident. The goal is to send the beat officer. Dispatch may hold the call for up to two (2) hours, and dispatch an officer from another beat if the beat officer is still unavailable after two (2) hours. Priority four (4) calls include, but are not limited to:

- a. Lost property
- b. Found or abandoned property
- c. Mark for tow
- d. Barking dog
- e. Vagrancy
- f. Traffic/parking complaints

## **10.2. Response to call**

10.2.1. Units shall be called over the radio communications system by designated employee identification numbers. When so called, and while in service, officers shall promptly acknowledge and respond with their current location.

## **10.3. Dispatch to call**

10.3.1. Officers will not challenge over the radio or telephone the dispatch of a unit on a call for service. If a complaint exists regarding an assignment, the call for service is to be handled first. The complaint may then be forwarded through the officer's immediate supervisor to his respective Division Commander for review.

10.3.2. Only a command officer or supervisor can change the number of units dispatched or unit assigned.

10.3.3. Officers shall refrain from responding to calls assigned to other units. If a dispatcher requests the location of units in the vicinity of a call requiring immediate attention, any officer in such vicinity should so advise and stand-by until cleared to proceed to the call.

10.3.4. If a call is announced that is needed for training by an officer in Field Training and the FTO requests the call for training every effort will be made to allow the FTO/Trainee to assume the call.

## **10.4. Arrival at Scene**

10.4.1. Upon arrival at the scene or location of a dispatched call, officers shall inform the dispatcher of such arrival.

- 10.4.2. Whenever an officer leaves his vehicle to engage in any officer initiated activity, he shall inform the dispatcher he is leaving, stating reason and location.

**10.5. Completion of Call**

- 10.5.1. Upon completion of an assignment, call or officer initiated activity, officers shall promptly return to service by notifying the dispatcher. Officers will furnish the dispatcher with information required to complete the dispatch call for service.

**10.6. Acknowledgments**

- 10.6.1. In communicating with the Communications Center by radio, units shall assume that a transmission has not been received until acknowledged by a dispatcher. After a reasonable pause with no acknowledgment, transmission should be repeated until acknowledgment is received.
  - a. The same procedure will be used by the dispatcher in attempting to communicate with field units.

**10.7. Rules for Radio Operation**

- 10.7.1. Do not key your microphone unless you intend to transmit a message, and make sure the air is clear, unless you have an emergency, before you do so. After keying microphone, pause very briefly to allow the repeaters to open before beginning the transmission or part of the message will be lost.
- 10.7.2. Know what you want to say before you key the microphone and make the transmission as brief as possible.
- 10.7.3. Maintain a good mouth-to-microphone distance and enunciate clearly, giving each syllable equal intensity. Speaking rate should be 50-60 words per minute.
- 10.7.4. Messages shall not be argumentative, emotional or sarcastic, nor shall they exaggerate conditions.
- 10.7.5. Do not acknowledge receipt of information if you are in doubt about part of the message.
- 10.7.6. Use the official phonetic alphabet when spelling unusual names or names which have a variety of spellings and all last names.
- 10.7.7. Listen to radio traffic and keep informed as to other incidents which might require your attention. **RESTRICT YOUR TRAFFIC TO EMERGENCIES WHEN FELLOW OFFICERS ARE ON POTENTIALLY DANGEROUS CALLS.**
- 10.7.8. **FOR SITUATIONS INVOLVING OFFICER SAFETY, FIELD SUPERVISORS MAY DIRECT NON-EMERGENCY RADIO TRAFFIC BE "HELD." IF IN THE OPINION OF THE PRIMARY COMMUNICATIONS OFFICER THE SAFETY OF THE OFFICER(S) ON A CALL IS IN QUESTION THE PRIMARY COMMUNICATIONS OFFICER MAY ALSO "HOLD THE AIR/CLEAR THE CHANNEL."** GENERALLY, ALL NON-ASSIGNED UNITS WILL BE SWITCHED TO SA LAW ADMIN OR AN ALTERNATE FREQUENCY FOR THE CONTINUATION OF NORMAL TRAFFIC.
- 10.7.9. If you have information which for any reason you feel should not be broadcast, relay by phone, personal contact, or by mobile.



- 10.7.10. To talk car-to-car with another officer, call the officer on the main channel and ask that he switch to channel 2 or channel 5(SAL PD C2C). Remember to return to the main frequency after completing your car-to-car traffic.
- 10.7.11. **BEFORE TRANSMITTING, TURN DOWN VOLUME OF ADJACENT RADIOS TO AVOID FEEDBACK, I.E., YOUR PORTABLE OR OTHER MOBILE RADIO.**
- 10.7.12. Answer promptly with your radio number and your location when you are called by the base station or another unit.
- 10.7.13. On potentially hazardous incidents, keep Communications apprised of your status so they can adjust as necessary.
- 10.7.14. Adhere to the formats outlined in this General Order for the various inquiries and transmissions.
- 10.7.15. When out of the car, switch on your portable so that you are available for call or for recall if you are already on an assignment. When you are out of the car on routine, self-initiated activity but are still available for calls, advise Communications of this so they can make assignments to you.
- 10.7.16. Follow the instructions given by Communications unless you are certain you are being directed to take unlawful, illegal or extremely dangerous action.
- 10.7.17. When Communications calls a unit for the dispatching of a call for service, the unit will not self-initiate other activity, i.e., traffic stop, etc. The exception to this is if such other activity is of a serious nature, i.e., D.U.I., etc.
- 10.7.18. The call prioritization guideline will be used for dispatching calls as quickly and efficiently as possible. To provide optimum response to calls for service, Communications will dispatch the closest available area unit to a call for service. Assignment changes may be made which would allow for a more efficient response.

**11. Missed Calls**

- 11.1. If an officer who is required to be in radio contact with the Communications Center fails to respond to a radio call, the following procedures will be followed:
  - 11.1.1. Attempts to call the officer shall continue on both SA LAW OPS AND SA LAW ADMIN, utilize AVL and AXON if available, and attempt to contact officer by phone.
  - 11.1.2. If no response is received, the Watch Commander shall be notified in order to initiate procedures to locate the missing officer.
  - 11.1.3. Upon locating the missing officer, the officer shall fully explain the reasons for the missed calls to the Watch Commander, who shall decide if disciplinary action is warranted.

**12. Requesting Wants, Warrants, Etc.**

- 12.1. To determine if persons, vehicles, or other items are wanted, the following information must be provided to the Channel 2 operator:
  - 12.1.1. Person: Name, Race, Date of Birth
  - 12.1.2. Vehicles: License number and state of issuance, or vehicle identification number.
  - 12.1.3. Articles: Item description, brand, serial number.
  - 12.1.4. Guns: Description, brand, serial number.

**13. Requesting Necessary External Services**

- 13.1. Whenever an officer is faced with a situation which requires the assistance of another emergency service agency, i.e., fire units or ambulance service, the primary dispatch channel should be utilized. Upon officer request, the dispatcher will immediately dispatch Fire or Ambulance Service to the officer's location.
- 13.2. Officers requesting taxi cabs, wreckers, public utilities or traffic signal/street department service will contact the Channel 2 SA LAW ADMIN operator for this assistance. The Channel 2 SA LAW ADMIN operator will contact these services immediately by telephone and dispatch them to the requesting officer's locations.

**14. Officer Emergency Situations**

- 14.1. Officers needing immediate police assistance as a result of being assaulted or other immediate threat, need only to advise their radio number and the word "help" or "officer needs help." Communications will immediately dispatch the two (2) closest available units, plus the Watch Commander. Units responding to the "help" request will respond 10-39.
  - 14.1.2. All public safety portable radios are equipped with an orange emergency button on the radio. In the event the button is activated it will revert to the primary channel the user is assigned to.
    - a. Police and Sheriff it will revert to SA LAW OPS.
    - b. Saline Fire/EMS it will revert to SA FD OPS.
    - c. Rural Fire it will revert to SA RFD and their Fire District. Example RFD1 first responder will revert to SA RFD 1.
- 14.3. The emergency button will open the operator's radio for ten seconds. This will allow the user to provide vital information to dispatch and all users on the frequency to hear what the emergency situation is.
- 14.4. Dispatch will immediately clear the affected channels and notify any on scene command of the emergency situation. In addition, the channel marker will be activated on the appropriate frequency.
- 14.5. Officers needing non-emergency (10-37) assistance should ask for a backup(s) or assisting unit(s). Units responding to the request for assistance shall expedite the response.

**15. Emergency Tone Signal**

- 15.1. Transmissions from the communications center of extreme emergency nature, i.e., officer needs assistance, pursuits, armed robberies, etc., shall be preceded with a short, steady alert tone on the operations channel. Upon hearing this tone, all units should clear the channel, remain in service, and await any further instructions.

**16. Channel Marker**

- 16.1. A channel marker is a short beep every ten seconds and are utilized to identify a channel as a priority and warn non-critical radio users not to transmit. The channel marker is initiated by dispatch and will continue until the event has concluded. Examples of channel markers are vehicle pursuit, foot pursuit, etc.

**17. Reviewing Recorded Conversations**

- 17.1. The review of tape recorded radio transmissions and/or Communications telephone conversations will be limited to officers who can articulate a specific need for same.

- 17.2. Officers wishing to review or obtain copies of Communications recordings will direct their request utilizing the audio request form. The form will be forwarded to the Communication Supervisor who will make a copy for the officer.

BY ORDER OF

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CHIEF OF POLICE