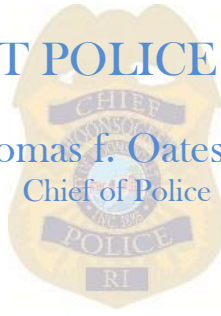


WOONSOCKET POLICE DEPARTMENT

Thomas F. Oates, III
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	400.01	3/10/2022	3/10/2022
TITLE		PREVIOUSLY ISSUED DATES	
Communications		7/13/2015	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 81.1.1, 81.1.2, 81.2.1, 81.2.2, 81.2.4, 81.2.6, 81.2.11, 81.2.12, 81.2.13, 81.3.4 RIPAC Standards: 14.1, 14.2, 14.4, 14.5, 14.7, 14.9		2/8/2022	
SECTION	SUBSECTION	DISTRIBUTION	
400 - Support Operations	400 – Communications	All Personnel	

COMMUNICATIONS

I. PURPOSE

The purpose of this general order is to establish procedures and guidelines for the communications operations to enable all members of the department to understand and utilize the services of the Communications Center.

II. POLICY

The Communications Center of the Woonsocket Police Department is the main control center for the operations of both the police and fire departments. The center provides the department with continuous 24-hour two-way radio communication with officers in the field, as well as 24-hour toll-free emergency telephone service for the community including the deaf and hard of hearing.

Because the Communications Center is often the public's first contact with the government, it is the policy of this department to strive to provide high-level customer service through courtesy and professionalism.

Department personnel shall utilize the police and fire radio system only for the transmission of department information and following FCC regulations. The Operations

RI 14.2

RI 14.1

Captain will maintain a copy of the FCC Code of Regulations and ensure compliance. Messages should be kept professional, concise, and as complete as possible. The basic function of the Communications Center is to satisfy the immediate information needs of the police and fire departments during its normal daily activities and emergencies. Department personnel will not misuse or disrupt the radio system by transmitting unauthorized or unprofessional messages.

III. PROCEDURES

A. Communications Center Responsibilities

1. The basic functions of the Communications Center personnel include:
 - a. Answering calls for service;
 - b. Dispatch and monitoring of police, fire, and EMS units;
 - c. Reception and coordination of radio traffic;
 - d. Monitoring inter-city broadcasts;
 - e. Facilitating communication with other agencies;
 - f. Recording of incident data;
 - g. The transmission and reception of data from RILETS, NCIC, BCI, etc.;
 - h. Provide emergency radio procedures for police or fire units for police or fire units in distress or “Mayday” situations.
 - i. Other such duties as assigned by the Uniform Captain and/or Officer-in-Charge.
2. The department will maintain a comprehensive reporting system to record police requests for service. Part of that system will include the continual monitoring of the status of field units to ensure officer safety and prompt delivery of police, fire, and EMS services to the public.

B. Communications Center Authority

1. Geographic beats are to be respected as long as they do not hinder service response in emergencies.
2. However, Communications Center personnel have the authority to use any available officer, regardless of beat or assignment, to meet the primary objective of the rapid delivery of emergency services. This is based on the premise that the dispatcher is in the best position to make an immediate determination of officer availability, the seriousness of the call, and the number of officers to be dispatched.
3. If the Officer-in-Charge (OIC) determines that a patrol supervisor is required at the scene, or on-scene personnel request a supervisor, Communications Center personnel will immediately direct a supervisor to respond to the scene.

RI 14.4(d)

4. The foregoing is not intended to prevent or interfere with the authority and responsibilities of the OIC. The OIC will have the final determination of which and how many officers respond to a call.
 - a. The patrol OIC is the immediate supervisor of the Communications Center personnel and is responsible for overseeing the operations of the Communications Center in all police-related matters.
 - b. The fire Deputy Chief shall oversee the Communications Center in all fire/EMS-related matters.
 - 1) Communications Personnel will contact the on-duty Deputy Chief with questions regarding day-to-day fire/EMS operations.
 - 2) In cases of working fires or major fire/EMS incidents, the Fire Alarm Superintendent, or designee, shall report to the Communications Center and shall serve as the operational liaison between on-scene personnel and the Communications Center.

C. Communications Center Resources

1. The following information shall be kept in the Communications Center.

- | | |
|--|--|
| RI 14.5(b)
RI 14.5(a)
RI 14.5(e)
RI 14.5(c) | <ol style="list-style-type: none"> a. A current duty roster for all public safety personnel. b. Status Monitor indicator including designated OICs for both police and fire personnel. c. A current listing of the telephone numbers of all police and fire department employees. |
| RI 14.5(f) | <ol style="list-style-type: none"> d. A listing of telephone contact numbers for local police, fire, and rescue departments. |
| RI 14.5(d) | <ol style="list-style-type: none"> e. Procedures for contacting animal control and other agencies that are used to provide service to local citizens, (ex. utility companies, public works, etc.). f. A map of the city including the outline of patrol areas as well as fire maps shall be kept in the Communications Center to be used as an aid when needed to determine the proper units to be dispatched. |
| RI 14.5(g) | <ol style="list-style-type: none"> g. Tactical dispatch plans (or Standard Operating Procedures SOPs) h. Woonsocket Emergency Operations Plan i. Copy of Department Policy and Procedures Manual. |

D. Telephone:

1. The department maintains a single emergency number for service. All calls for service should be placed to 766-1212. This number is prominently displayed on social media, the internet, and in printed literature. In addition to the 766-1212 lines, the department participates in the 911 emergency system and maintains 911 emergency lines.

- a. Calls placed to the 766-1212 number from within the department's service area are toll-free.
2. The phone system is designed to separate emergency calls from non-emergency calls. Calls placed to 766-1212 will ring on several designated lines in the Communications Center reducing the chance of a caller receiving a busy signal. Administrative phone number lines do not ring in the Communications Center.
3. Dispatchers will handle all calls for service courteously and professionally.
4. Communications Center personnel, when answering incoming telephone calls emanating from outside the department, shall answer using the words, "Woonsocket Police Department," followed by their rank and name.
 - a. Sworn employees answering transferred calls or calls emanating from outside the department in any area of the building shall identify themselves by rank and name. Private lines are exempt from this provision.
 - b. Civilian employees answering transferred calls or calls emanating from outside the department shall identify the location where the telephone is located, followed by their first name. Private lines are exempt from this provision.
5. Since a vast majority of calls for police services are requested by telephone, Communications Center personnel should gather as much relevant information as possible at the time of the initial telephone call.
6. Dispatchers should attempt to judge the characteristics of the call to determine whether an emergency or non-emergency response is required. Characteristics of importance include, but are not limited to:
 - a. The tone of voice/demeanor of the caller;
 - b. The nature of the call;
 - c. Whether the incident is in progress, just occurred, or already occurred;
 - d. If there are any injuries;
 - e. If there is a threat of violence, injury, or death;
 - f. Prior experience with the caller or suspects; and
 - g. The type of background noise if any.

RI 14.7

7. Communications Center personnel should determine early in a conversation the location of the incident so that the call can be directed immediately to the appropriate agency if the incident has occurred outside jurisdiction or authority. In non-emergency and/or misdirected calls, the caller will be provided with the telephone number of the appropriate agency. In the case of misdirected emergency calls, the appropriate agency will be contacted.
8. Emergency calls received will be handled in the following manner:
 - a. Ascertain the nature of the emergency;

- b. Obtain the exact location of the incident;
 - c. Dispatch the appropriate units;
 - d. Obtain the caller's information such as name, location, and telephone number in case the call is disconnected;
 - e. Instruct the caller the information will be relayed to the proper external agencies; and
 - f. Do not hang up.
9. Once the type of call has been determined and appropriate units dispatched, the dispatcher shall make reasonable attempts to inform the caller of the department's response. If no response is necessary, appropriate referrals shall be made.

RI 14.4(e)

- a. In general, one officer shall be dispatched for non-emergency, non-criminal types of incidents, while two or more officers shall be dispatched for all higher priority calls (i.e. assaults, incidents in progress). Additionally, anytime the responding officer or a supervisor requests backup assistance, such assistance shall be dispatched.
10. In place of an on-scene response by a patrol officer, persons wishing to file a non-emergency complaint may have the report handled by responding to the front lobby of the Woonsocket Police Department and filing the report with the patrol officer assigned to station duty.
11. No reports shall be filed over the telephone.

E. Victims/Witnesses Requests for Information and/or Services

1. The Communications Center is staffed 24-hours per day and shall serve as the single point of contact for supplying emergency and non-emergency referral information to victims/witnesses between victimization and preliminary investigations.
- a. Dispatch personnel will judge the characteristics of the call and determine whether an emergency or non-emergency response is required.
 - b. Once the level of response is determined, Communications Center personnel will inform the victim/witness of the nature of the agency's response, (i.e. law enforcement response, referral to another agency, or a combination of services).
 - c. Referral information may be obtained from the City of Woonsocket Directory of Information, (located in the dispatch center), or from victim/witness-related brochures located in the Communications Center.
 - d. If dispatch personnel are unable to locate appropriate referral information during non-emergency situations, they shall determine how victims/witnesses

can be re-contacted and inform them that an officer will contact them as soon as possible.

- e. Communications Center personnel shall ensure that the next available officer is assigned to re-contact victims/witnesses.
2. Every effort shall be made to ensure that delays in providing victim/witness assistance between victimization and preliminary investigations are avoided.

F. Dispatch/Radio Procedures

RI 14.4(a)

1. Department personnel shall utilize the police radio system only for the transmission of department information and following FCC regulations.
 - a. The Operations Captain will maintain a copy of the FCC Code of Regulations and ensure compliance.
2. Messages should be kept professional, concise, and as complete as possible.
3. Department personnel will not misuse or disrupt the radio system by transmitting unauthorized or unprofessional messages.
 - a. Department personnel using the radio will refrain from using slang, personal commentary of any type, first names, angry remarks, and any non-official use regardless of the channel being utilized.

RI 14.4(h)

4. "Plain speak" using clear, crisp language (e.g.: "received", "repeat last message", etc.) will be used as the preferred method of radio communications to facilitate interoperability within and between agencies. "10-Codes," (e.g.: 10-4, 10-9, etc.) shall be minimized but are also acceptable.
 - a. When communicating via radio to outside agencies, only the plain language option shall be used.
 - b. The Woonsocket Police Department 10-Codes are attached to this General Order.

RI 14.4(c)

5. Personnel shall contact sworn and non-sworn members for whom a radio communication is intended by using members' assigned call sign or badge number.
 - a. Each officer is assigned a beat/post number and this number will be used to identify personnel over the radio. Names will not normally be used. Patrol officers assigned to a district will use the area designation for their call sign.
6. When initiating or responding to radio communications, department personnel shall identify the Communications Center as:

- a. "B-1" when contacting police primary communications personnel;
 - b. "Fire Control" when contacting fire communications personnel;
 - c. "B-2" when contacting police/fire front desk communications personnel;
 - d. "B-3" when contacting police secondary communications personnel (High volume or special events).
7. When dispatching a single unit call, the dispatcher will call the unit number, wait for the unit to respond, and then advise the unit of the nature of the call, the location, and the response code. The unit will acknowledge and identify their location.

Example:

- Communications: "B-1 to 301"
 - Patrol Unit: "301"
 - Communications: "301, Assault already occurred, 123 Main St., outside, Code 1"
 - Patrol Unit: "301, received, Clinton at Cumberland."
8. For a multi-unit call, the dispatcher will call both units by unit numbers with the primary unit first. When the units acknowledge (in the order they were called), dispatch will provide them with the nature of the call, location, and response code. The unit will acknowledge and identify their location.

Example:

- Communications: "B-1 to 301, 302"
 - Primary Patrol Unit: "301"
 - Secondary Patrol Unit: "302"
 - Communications: "301, 302, Robbery in Progress, 123 Main St., Code 3."
 - Primary Patrol Unit: "301, Clinton at Cumberland."
 - Secondary Patrol Unit: "302, Social at Diamond Hill."
9. For emergency or in-progress calls, it is imperative to have units responding to the emergency as soon as possible. Therefore, Communications Center personnel shall sound an alert tone, then provide units with the nature of the call, location, response code and if more information is available such as suspect description, they will be advised that more information will follow.

Example:

- Alert tone
- Communications: "B-1 to 301, 302, 301,302, Robbery in Progress, 123 Main St., Code 3, stand by for additional."

- Primary Patrol Unit: "301, Clinton at Cumberland."
- Secondary Patrol Unit: "302, Social at Diamond Hill."

10. For emergency or in-progress calls, the dispatcher may assign an alternate talk group to the responding officers. This enables communication on a secure channel with minimal radio traffic for officers handling these types of calls. Officers not involved will remain on the primary talk group but monitor the secondary channel.

Example:

- Alert tone
- Communications: "B-1 to 301, 302, 301,302, Robbery in Progress, 123 Main St., Code 3, stand by for additional."
- Primary Patrol Unit: "301, Clinton at Cumberland."
- Secondary Patrol Unit: "302, Social at Diamond Hill."
- Communications: "Units responding to 123 Main St., switch to Patrol 1"

11. When field units determine on the scene that no further assistance is needed, the officer will utilize the appropriate Code 4 response indicator.

- Code Four.** When additional assistance is not needed at the scene of a Code Three or Code Two call, a "Code Four," followed by the location of the call, shall be broadcast. Units that are not assigned to the call and which are not at the scene shall return to their assigned patrol area when a "Code Four" is broadcast
- Code Four Alpha.** When additional assistance is not needed on the scene of a Code Three or Code Two call, but the suspect is still in the vicinity, a "Code Four Alpha," followed by the location of the call, shall be broadcast.
 - 1) A description of the suspect(s) should follow.
 - 2) When a Code Four Alpha is broadcast, field units assigned to the call may patrol or strategically post themselves at locations near the scene.
 - 3) All Code Four Alpha information should be entered in the CAD call narrative.

Example:

Communications: "All units, Code Four Alpha, Cummings Way, Bank of America, suspect male white, tan shirt, brown pants, last seen running towards Social Street."

- Communications Center personnel shall not ask field units if they are "Code Four" until the investigating officer has had sufficient time to evaluate the current situation.

12. **Code Five.** A unit intending to "stakeout" shall notify the Communications Center of the location and request a "Code Five." Communications Center personnel, upon receipt of the message, shall immediately broadcast that there is a "Code Five" at the particular location. All units shall avoid the vicinity except in an emergency or response to a call.

Example:

- Field Unit: "386 to B-1, Code Five, 123 Fourth Avenue"
- Communications: "All units, Code 5, 123 Fourth Avenue"

13. **Code Six.** A "Code Six" indicator is used when a want or warrant check returns with a warrant or stolen indication.

- a. When such information is received by Communications Center personnel, the requesting officer shall be notified of the result immediately.
- b. If not already known, the dispatcher shall verify the requesting officer's location.
- c. The officer shall respond with either a "Stand by" or "Code Four" response.
- d. "Stand by" shall indicate that additional assistance may be necessary.
- e. "Code Four" should indicate that no further assistance is necessary.

Example:

Communications: "B-1 to 302, Code 6 indicated. Verify your location."
Patrol Unit: "302, Cumberland St. and Cass Ave., Stand by." Or
Patrol Unit: "302, Code Four, Subject in Custody."

14. **Code Twelve.** Field units deploying a shotgun onto a scene will signify themselves by unit number/call sign followed by "Code Twelve."

Example:

- Patrol Unit: "301, on the scene, Code Twelve."
- Communications: "B-1 copes, 301 is Code Twelve."

15. Field units should monitor all department talk groups using the scan feature on issued portable and mobile radios. Field personnel should minimize unnecessary radio usage when Communications Center personnel are actively using alternate talk groups.
16. Dispatchers shall not dispatch calls via the telephone w/o patrol supervisor knowledge.
18. Officers shall reply promptly when they are called over the radio. If after several attempts a unit fails to acknowledge, the dispatcher shall notify the OIC.

RI 14.4(g)

19. Officers assigned to patrol duty are required to carry their portable radio with them and turned on at all times while on duty (except when they are in a patrol car with a radio).
20. On-duty patrol officers are responsible for maintaining contact with the Communications Center during their tour of duty.
21. Officers initiating traffic stops or field interviews will inform the Communications Center before the stop. The dispatcher shall enter the unit number, location, vehicle registration number, and time in the dispatch log.
22. Police or Fire personnel in the field shall notify the Communication Center as soon as practicable and request the appropriate type of assistance required (i.e., supervisory personnel, specialized Department personnel, emergency medical services, fire apparatus, etc.) whenever an emergency arises and/or where the notification of supervisory personnel is specifically mandated by department directive. In turn, the dispatcher shall immediately notify the OIC and shall dispatch a supervisor to assume command of the scene.

RI 14.4(f)

23. Communications Center personnel shall dispatch an appropriate supervisor whenever circumstances and/or emergencies arise which meet any of the following criteria:
 - a. Accidents involving city-owned vehicles;
 - b. Incidents involving building fires and/or suspected arson;
 - c. Incidents involving death, the possibility of death, or serious personnel injury;
 - b. Incidents involving any Injury to a police officer or firefighter;
 - c. Incidents involving the commission of a major crime;
 - d. Incidents involving an officer or firefighter requiring assistance;
 - e. High-risk situations;
 - f. Vehicular pursuits;
 - g. Major disturbances;
 - h. Requests from officers or firefighters on the scene;
 - i. Requests from complainants or victims;
 - j. Reportable use of force incidents; and
 - k. Other calls as deemed necessary by department policy or the OIC.

G. Talk Groups

1. Alternate talk groups may also be used in times of high volume and/or special events or large operations.
2. Staffing levels permitting, a talk group may be utilized for all RILETS/NCIC queries.
3. For special events or large operations, a talk group may be utilized for personnel assigned to the event/operation.
4. All talk groups are not actively monitored by Communications Center personnel, therefore, if a field unit would like to utilize an alternate talk group, they must

first request to switch talk groups on the primary talk group. Communications Center personnel shall then monitor the requested talk group as necessary.

5. The following are the talk groups available to police personnel on mobile and portable 800 MHz RISCON radios:

- a. "A" Bank

- 1) WPD Dispatch - Main talk group. (non-secure)
- 2) Patrol 1 – Secure talk group used for emergency calls for service or to transmit sensitive information.
- 3) Patrol 2 - Secure talk group used for emergency calls for service or to transmit sensitive information.
- 4) Detectives – Secure talk group for detective use only.
- 5) Vice – Secure talk group for vice detective use only.

- a) Woonsocket Narc – Secure talk group for vice detective use only. This talk group is not programmed on patrol portable or mobile radios.

- 6) PD CMD – Police Command Channel
- 7) North Smithfield PD (RISCON Talkgroup) – Officers must have permission from the Communications Center to speak on this channel.
- 8) Lincoln PD (RISCON Talkgroup) - Officers must have permission from the Communications Center to speak on this channel.
- 9) Cumberland PD (RISCON Talkgroup)- Woonsocket Police officers must have the permission of Woonsocket dispatch to speak on their channel.
- 10) Woonsocket EMA – Woonsocket Emergency Management Agency talk group. (non-secure)
- 11) Woonsocket Citywide – Talkgroup used for communication between all city divisions. (non-secure)
- 12) Woonsocket Fire (RISCON Talkgroup) – Woonsocket Fire Department (non-secure)
- 13) Wide Area 2 – RISCON talk group used for Police Intercity Communications (non-secure)
- 14) RISP – Rhode Island State Police primary channel (RISCON talk group) (non-secure)

- b. "B" Bank

- 1) Southwide 1-5: RISCON Talkgroup used by agencies South of the Metro (Providence) area for joint operations between cooperating agencies.
- 2) Northwide 1-5: RISCON Talkgroup used by agencies North of the Metro (Providence) area for joint operations between cooperating agencies.
- 3) Metro 1-3: RISCON Talkgroup used by agencies in the Metro (Providence) area for joint operations between cooperating agencies.

c. "C" Bank

- 1) I-Call: RISCOCON analog channel (limited range)
- 2) Itac 1-4: RISCOCON analog channel (limited range)
- 3) Wide Area 1: Fire/EMS Intercity
- 4) Wide Area 2: Law Enforcement Intercity
- 5) Wide Area 3: Health/Hospitals Statewide Hailing
- 6) Wide Area 4: Statewide Hailing (All other agencies)
- 7) Wide Area 5-8: RISCOCON Statewide talk groups
- 8) Wide Area 9: Statewide Pursuit talk group

H. Computer-Aided Dispatch (CAD)

1. The Patrol OIC and all Division/Unit supervisors within the Detective Division shall ensure that all officers under their command are entered into the Computer-Aided Dispatch (CAD) system at the beginning of their respective shifts.
 - a. In the absence of a Division/Unit supervisor (including acting supervisors), all on-duty personnel shall advise the Patrol OIC of their status.
 - b. The Patrol OIC will then enter the officer/detective into the CAD system.
 - c. This procedure will ensure that the OIC is aware of all available officers/detectives that are actually in service.
2. Communications Center personnel will log in each call for service and officer-initiated calls. Each entry will be made in Computer-Aided Dispatch (CAD). Each entry will contain the following information:

RI 14.3.f

RI 14.3(a)
RI 14.3(b)
RI 14.3(c)

- a. Call number – generated by CAD.
- b. Date and time of the request – generated by CAD.
- c. Name, address, and a callback number of the reporting party/requestor if possible.

- 1) In the event the call is for a business or residential alarm, Communications Center personnel will obtain the alarm/monitoring company name and call back number as well as the resident's full name and contact number.

RI 14.3(d)
RI 14.3(e)
RI 14.3(f)

- d. Type of incident – enter proper crime/incident code.
- e. Location of the incident and update location as necessary.
- f. Identification of officer(s) assigned as primary and backup - enter proper officer(s) ID number.
- g. Time of dispatch – enter time in the proper field.
- h. Time of officer arrival – enter time in the proper field.
- i. Time of officers return to service – enter time in the proper field.
- j. Disposition or status of the reported incident – enter proper disposition.

RI 14.3(g)
RI 14.3(h)
RI 14.3(i)
RI 14.3(j)

- 1) The dispatcher will ensure the call description is corrected if different than the original description given.
- 2) The original call description and response code can be entered in the narrative field.

- k. As much information as can be obtained from the caller regarding the incident.
- l. Communications Center personnel will assign a case number to officers for arrests, accidents, and incidents when necessary.

RI 14.4(b)

4. The CAD system will be used to record when officers are out of service and when they return to service.
5. A site file will be created whenever the Communications Center receives an alarm at a location where there is currently no site listing on file.
 - a. As much relevant information as possible should be obtained by Communications Personnel to enhance officer safety and assist officers in anticipating the conditions to be encountered at the scene.
 - b. Communications Personnel should take care to obtain as much relevant information as possible during in-progress or potentially serious incidents and this information should be promptly relayed to responding patrol units.

I. Emergency Messages

1. The Woonsocket Police Department shall make it a practice that on an emergency basis; attempts will be made to locate department members, to deliver emergency messages. Dispatchers will determine if the request meets the criteria for an emergency:
 - a. Life safety;
 - b. Serious illness/injury or death;
 - c. Requests or another agency or department;
 - d. In the event persons making the request is unable to make contact via telephone; or
 - e. If unable to make the determination the dispatcher will notify a supervisor to decide if the message constitutes an emergency and should be delivered.
2. In the case of emergency notification, a CAD entry will be made.
3. Emergency messages directed to an on-duty officer shall be relayed immediately via radio, telephone, or in-person depending on the nature of the message.

J. Alarms

1. All private security alarm calls are received from private alarm companies and direct automatic dialers. The department will dispatch an officer to investigate these alarms.
 - a. Upon notification of an academic and administration building alarm, officers will be dispatched to the location to:
 - 1) Verify the alarm/ cancellation.
 - 2) Ascertain if possible the cause of the alarm.
 - 3) Document the incident.
 - b. In the event of a notification of a residential alarm:
 - 1) Police are dispatched and the security is checked.
 - 2) Notification is made to either the alarm company and/or the homeowner.
2. Hold-up alarms are monitored by private security companies.
 - a. Upon notification of an alarm, officers will be dispatched to the location to:
 - 1) Verify the alarm.
 - 2) Ascertain, if possible, the cause of the alarm.
 - 3) Document / investigate the incident.

IV. FACILITIES AND EMERGENCY EQUIPMENT

A. Communications Center Security

RI 14.9

1. Access to the Communications Center shall be limited to department personnel only. Tours of the facilities are permitted with the authorization of the OIC.
2. Unless providing temporary relief for Communications Center personnel or obtaining/delivering official information, officers entering this area shall make their visit brief and free of distractions to Communications Center personnel. Personnel shall not loiter in the Communications Center.
3. The Communications Center door should remain closed at all times.
4. Only those department personnel who have received proper training shall be permitted to operate the Communications Center equipment.
5. Personnel shall refrain from eating meals in the Communications Center.
6. All beverages shall be kept in a sealed, spill-proof beverage container to minimize the possibility of damage to communications equipment from accidental spillage.

B. Emergency Power

1. In the event of a power loss, emergency power will be provided by the generator installed in the exterior garage in the rear parking lot. Sufficient power will be

generated to operate communications and other vital equipment during power failure.

2. The emergency generator unit shall be closed and locked at all times, except when the emergency generator is undergoing routine testing or maintenance.
3. The Operations Captain shall ensure that appropriate measures are taken to prevent unauthorized persons from accessing the emergency generator.
4. The Operations Captain shall ensure the emergency generator is fully operational at all times.
5. Communications Center personnel shall notify the Operations Captain whenever the emergency generator has been activated due to power failure.
6. Periodic tests and inspections are conducted by the Equipment Mechanic. On an annual basis, the alternate power source will be tested or operated under full load. These tests and inspections will be documented.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police

10-Codes

10-0: Use Caution	10-46: Disabled Motor Vehicle / Assist Motorist
10-1: Unable to Copy	10-47: Emergency Road Repair Needed
10-3: Stop Transmitting	10-49: Fuel
10-4: Affirmative	10-50: Motor Vehicle Accident
10-7: Out of Service / Break	10-50 w/ PI: MVA w/ Personal Injury
10-8: In Service	10-50 w/o PI: MVA w/o Injury
10-9: Repeat	10-50 unk PI: MVA w/ Unknown Injury
10-10: Fight in Progress	10-51: Request Tow Truck
10-11: Animal Case	10-52: Assist Rescue
10-14: Suspicious Person / Prowler	10-53: Dead Body
10-16: Domestic Dispute	10-55: Intoxicated Driver
10-17: Meet with Complainant	10-57: Hit & Run / L.S.O.A.
10-19: Return to Station	10-59: Escort / Transport
10-21: Call the Station	10-63: Prepare to Copy
10-22: Disregard	10-70: Fire e.g. Brush, Auto, Structure, Box (Fire Alarm)
10-23: Arrived on Scene	10-74: Negative
10-24: Assignment Completed – Report	10-78: Officer Needs Assistance
10-27: License Check	10-89: Bomb Threat
10-28: Registration Check	10-90: Bank / Panic Alarm
10-29: Check Wants / Warrants	10-91: Burglar Alarm
10-32: Person w/ a Gun	10-92: Parking Problem
10-33: Emergency	10-99: Wanted / Stolen
10-35: Major Crime Alert	10-100: Restroom Break
10-36: Correct Time Requested	
10-37: Suspicious Vehicle	
10-38: Motor Vehicle Stop	

A		B		C	
1	WPD Disp	1	WPD Disp	1	WPD Disp
2	Woon Patrol 1	2	Sw1	2	Icall
3	Woon Patrol 2	3	SW2	3	Itac 1
4	Woon Detec	4	SW3	4	Itac 2
5	Woon Vice	5	SW4	5	Itac 3
6	Woon PD CMD	6	SW5	6	Itac 4
7	No Smith PD	7	NW1	7	WA 1
8	Lincoln PD	8	NW2	8	WA 2
9	Cumb PD	9	NW3	9	WA 3
10	Woon Ema	10	NW4	10	WA 4
11	Woon Ctywide	11	NW5	11	WA 5
12	Woon Fire	12	Met1	12	WA 6
13	Widearea 2	13	Met2	13	WA 7
14	RISP No	14	Met3	14	WA 8
15	Woon Patrol 1	15	Met4	15	WA 9
16	WPD Disp	16	WPD Disp	16	WPD Disp