

23.00.120 MESSAGE BROADCAST

Message Construction

Standard radio procedure calls for the use of plain language broadcasts in most instances. Certain messages are broadcast in a formatted structure, and others utilize codes. The word "Break" followed by a pause, means that more of the same message is to follow.

Direct transmitting

Direct Transmitting is used in assigning calls on the primary talk group. NORCOM will provide only pertinent information.

Example:

NORCOM: 1B4, copy a burglary complaint

Field Unit: 1B4, [location]

NORCOM: 12345 Bel-Red

If a field unit changes talk groups and is no longer monitoring their assigned radio talk group, the NORCOM Center must be notified. The NORCOM Center will also be advised when the unit returns to its primary talk group.

The telecommunicator on the NC DATA talk group has responsibilities in addition to monitoring NC DATA. For this reason, officers will wait for a response from NC DATA before proceeding with their request.

Example: 4B4, DATA (pause) – 4B4 go ahead

Call-up Procedure

One unit calling another will state their designator first, followed by the unit designator being called.

Example: If 1B5 is calling 4B4, the broadcast will be:

1B5 to 4B4

The NORCOM Center does not have to use a designator unless they are transmitting on a talk group other than their primary talk group.

Once contact has been established between two units who have identified themselves, radio designators do not need to be used with each subsequent transmission in the exchange as long as there is not participation or interruption by a third unit.

Any broadcast not directed to another specific unit will also begin with the transmitting unit's designator, so that everyone knows who is transmitting.

Example: **4B4 with an ATL**

Acknowledgments

Employees will acknowledge with their unit designator and location when:

- ❖ Acknowledging receipt of a call; or
- ❖ Someone calls their unit without a message immediately following.

Other types of messages may be acknowledged with the word “copied” preceded by the unit designator. NORCOM Center personnel may also use specific acknowledgments to verify not only that the message was heard, but to verify the accuracy of the message received. These acknowledgments may involve repetition of all or part of the message.

General Broadcasts

The NORCOM Center or a field unit may make a broadcast of general information which must be conveyed to all field units (e.g., updated suspect information on crime that just occurred).

The NORCOM Center will broadcast:

Radio to all units: Prepare to copy information on (type of incident).

Pause for several seconds to allow officers to prepare to copy the information.

A field unit will broadcast:

Unit designator to Radio and all units: Prepare to copy information (on type of incident).

The field unit should pause until the NORCOM Center has cleared the air for broadcast.

Information – Official Agency Incidents

The purpose of these calls is to alert the dispatcher and appropriate field units of outside agency police activity in our jurisdiction where no action or response from our police department is needed. These types of calls include: other agency warrant service and surveillance/stakeouts in Bellevue. This information should be given to the on-duty Patrol supervisor and the on-duty Traffic supervisor. It will be the responsibility of these supervisors to communicate the information to the appropriate field units and oncoming shifts as necessary. The NORCOM Center is responsible for documenting these notifications in the CAD incident.

Vehicle Stops/Contacts

Any officers or PSO's announcing a vehicle stop (traffic stop, disabled vehicle, etc.) will advise NORCOM and relay this information in the following order:

- ❖ Unit designator
- ❖ Location
- ❖ Plate
- ❖ Vehicle description.