

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

RADIO PROCEDURE
SUBJECT

DATE: August 12, 2016

NO: B-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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I. POLICY

- A. The Stockton Police Department has a radio system identified as KMA865 for channels 1, 2, 3, and 4. Channels 5 and 6 will be identified as WNXD950. These identifiers will be used for radio communications of official police messages in accordance with the Rules and Regulations of the Federal Communications Commission.
- B. The Stockton Police Department has instituted a volunteer program titled, the Stockton Police Amateur Radio Service (SPARS). Amateur radio, commonly referred to as "ham radio", has been utilized throughout the nation during times of disaster when regular communications have failed or needed augmentation. The Stockton Police Department will utilize this system only during catastrophic failures of the police radio system. Management of the SPARS team is the responsibility of the Lieutenant overseeing Emergency Services.

II. PROCEDURE

- A. All personnel utilizing radio communications will be accurate, brief, and clear when transmitting on any channel.
 - 1. Dispatches will be worded in a concise manner to allow the continuous transmission of each dispatch. This will permit a dispatch to be made in 10 seconds or less, in most cases.
 - 2. Whenever practical, lengthy descriptions and detailed information should be relayed to the Telecommunications Center by telephone or by the in-car Mobile Data System (MDS), so that the broadcast can be aired on all radio channels. Lengthy messages can also be sent via MDS to PALL, and COMC.
- B. Channel Utilization
 - 1. Channel 1 is utilized by:
 - a. Field Operations/ Special Operations Division units
 - 1. Channel 1 will be used for general dispatch and direction for patrol and traffic field forces. Administrative units will monitor this channel for messages. Emergency incidents will be handled on Channel 1, with all other routine traffic directed to Channel 2.
 - 2. In the case of simultaneous emergencies, the initial incident will be handled on Channel 1. The second incident will be handled on Channel 2. All other routine traffic should stop. Routine traffic will not switch to Channel 3.
 - 3. Officers may send information to the Telecommunications Supervisor or backup Telecommunications Personnel, via the MDS, as directed by the Telecommunications Supervisor. Officers should not route MDS messages to the Telecommunicator involved in the emergency situation.
 - b. Administrative Personnel
 - 2. Channel 2 is utilized by:

- a. Field Operations/Special Operations Division units when Code 12 operations are in place.
 - 1. Channel 2 will be used in the event an emergency incident is being handled on Channel 1.
 - 2. A Signal 900 will be broadcast on all channels and units not involved in the incident will switch to Channel 2.
 - 3. In the case of simultaneous emergencies, the initial incident will be handled on Channel 1 and the second incident on Channel 2.
 - 4. A Signal 944 will be broadcast notifying units that Channel 2 is closed.
 - 5. Units not involved in either incident will refrain from making routine transmissions, unless they can be done by MDS. Officer should not route MDS messages to the Telecommunicator involved in the emergency situation.
 - b. Field Operations/ Special Operations Division units when Channel 1 is closed due to a Signal 900.
 - c. General car-to-car traffic between patrol units.
3. Channel 3 is utilized as:
- a. A tactical channel for SWAT Operations. Patrol units should avoid using Channel 3 unless otherwise instructed to do so by a Telecommunications Supervisor. (Special Enforcement Teams may be assigned channel three as needed.)
 - b. Special Functions, such as the County Fair.
 - c. General operations of the Community Response Team.
 - d. General car-to-car traffic between patrol units.
4. Channel 4 is utilized as:
- a. Animal Control between the hours of 0800 and 1700, Monday through Friday.
 - b. A tactical channel for SWAT Operations. Patrol units should avoid using Channel 4, unless otherwise instructed to do so by a Telecommunications Supervisor. (Special Enforcement Teams may be assigned channel four as needed.)
5. Channel 5 is utilized by:
- a. Headquarters in the Records Section.
 - b. Traffic Section during business hours.
 - (1) Channel 5 will be used for routine warrant checks, record checks, routine vehicle registration, stolen vehicle information requests, and driver's license checks.
 - (2) Channel 5 is also used by field forces who need to make requests from Records Section personnel, such as telephone calls to stolen vehicle victims, etc.
6. Channel 6 is generally reserved for Investigations personnel for routine radio traffic with their base station.

C. Changing Channels

Units changing channels for short periods of time to make warrant checks or to conduct other business, need not notify Telecommunications. Units who change channels, even for short periods of time, shall monitor the primary operations channel on a portable radio while working on another channel. If you do not have a portable radio available, then you will be required to advise Dispatch when leaving or returning to your assigned frequency.

D. Signal 900 Operation

1. Signal 900s shall be broadcasted when the first unit is on-scene of an "in-progress" incident. Common incidents include, but are not limited to, the following:
 - a. Foot or vehicle pursuits
 - b. Person with gun calls
 - c. Felony traffic stops
 - d. Officer needs help calls
2. **When a signal 900 is broadcast, officers shall refrain from using the radio for traffic such as putting themselves enroute to the call. The MDS is the most appropriate method to transmit this type of information.**
3. Signal 900s shall be broadcasted on all channels by the telecommunicator, using the following format: Dispatch to all cars, Signal 900 for UNIT at LOCATION.
4. 900s initiated by the Telecommunications Center should only be lifted by a unit on-scene at the incident.
5. 900s shall be cancelled on all channels. The format is as follows: "Dispatch to all cars, cancel signal 900 for LOCATION."
 - a. A Code 4 response from an officer on-scene will not cancel the Signal 900. Units at the scene must specifically request that the 900 be cancelled.
6. 900s initiated by a field unit may be lifted by any unit at the scene only after confirming that it is no longer needed.
7. When there is a 900 in effect on the primary channel, and it becomes necessary to restrict the air traffic on the secondary channel, a 944 shall be broadcast.
8. Signal 900s will be canceled as soon as practical.

E. Code 10 Operation

1. When there are no patrol units available and an emergency call or a Priority 1 call in progress occurs, Code 10 will be used. Code 10 is an all-channel broadcast that describes the call and requests any officer on the air, regardless of district assignment, to respond.
2. Any unit able to respond will notify Telecommunications Personnel on Channel 1 as to their location. Telecommunications Personnel will then decide which units are to be assigned to the call.

F. Code 12 Operation

1. Code 12 Operation is the operating concept where radio traffic is split geographically. Field units are split based upon the geographic area they are working. Using the Calaveras River as a north/south boundary, units will operate on separate radio channels. Code 12 will be initiated when:
 - a. Radio traffic is beyond the capacity of one channel operation (Over 50% time used in transmission.)

- b. Communications are so loaded that an emergency message could be held up waiting for a clear channel.
2. The Telecommunications Supervisor shall advise the Watch Commander that conditions exist for Code 12. The Watch Commander will make the determination to initiate Code 12 Operations. The Telecommunications Center will make the Code 12 broadcast on all 6 channels and send a PALL message.
 - a. All units working south of the Calaveras River will operate on Channel 1. In general, this will include Seaport District, Park District, and Civic District units.
 - b. All units working north of the Calaveras River will operate on Channel 2. In general, this includes Lakeview District, Valley Oak District, and Bear Creek District Units.
3. At-large units will use sound judgment and sound Officer safety practices when determining on which radio channel they will operate. For example, a traffic unit working selective enforcement in the Quail Lakes area should be operating on channel 2 while he or she is north of the Calaveras.
4. It is up to the unit to determine if they should switch to the appropriate channel if they cross the north/south boundary of the Calaveras River. They will let their dispatcher know if they are switching to a different channel for any significant period of time.
5. Whenever possible, a Telecommunicator will be assigned to staff a third dispatch console and monitor radio traffic and calls for service along the north/south boundary. This third position will also be responsible for making call-backs, obtaining tows, checking hospitals, contacting location representatives, etc., in an effort to minimize the amount of time the primary dispatch is on the phone.
6. In the event of a Signal 900, all radio traffic not associated with the initiating event will move to the other primary channel, unless otherwise directed. For example, a Signal 900 on Channel 1 moves all other radio traffic to Channel 2; a Signal 900 on Channel 2 would move all other radio traffic to Channel 1. During a Signal 900, all radio traffic on the secondary channel will be kept to a minimum, due to the increased number of units sharing that channel.
7. Car-to-car traffic will be on Channel 3, Channel 4, or Channel 6, depending on the time of day and channel availability.
8. Code 12 will continue until the Telecommunications Supervisor contacts the Watch Commander and the Watch Commander determines it is no longer operationally necessary or practical.

G. SPARS Operation

1. In the event of a major two-way radio communication failure between portable/mobile radios in the field and the Telecommunication Center, members of the SPARS team can be called out with the authorization of a Watch Commander, Incident Commander, or Program Manager after consulting with the Technical Services Division Commander or the Field Operations Division Commander in his place.
2. Those providing authorization to activate SPARS will send out an all page to the Department Management Team advising of the activation.
3. SPARS members contact information is listed in INFOCAD under "Ham Radios". All three members of the team should be contacted and advised of their activation. SPARS members will respond to the Civil Defense Radio Room, located in the southwest hallway of the second floor of the Main Police Facility.
4. SPARS members are authorized to use the Department's radio frequency when necessary. Their radio identifiers are SPARS 1-3.
5. The Emergency Services Lieutenant will provide an after-action report to the Technical

Services Division Commander as to the activities of the SPARS members during their activation.

6. SPARS should not be activated in situations where the San Joaquin County Sheriff's Office Telecommunications Center takes over routine dispatch due to a Computer Aided Dispatch failure or special event.