



---

■ MONTCLAIR POLICE DEPARTMENT

RADIO GUIDE

## INDEX

### GENERAL RADIO TRAFFIC PROTOCOL

Radio Transmissions – Public Information	1
Law Enforcement Abbreviations and Terminology	1
Prohibited Transmissions	1
Call Signs	2
Hailing	3
Breaks in Transmission	4
Overlapping Radio Transmission	4
Acknowledgments	5
Broadcasts	5
Backing Officers	5
Locations	5
Vehicle Activity	6
Traffic Stops	6
Transmitting and Receiving 10-35 Information	7
Code 5 Information	7
Call Types	8
Alarm Calls	8
Subject Checks	8
Disturbance Calls and Weapons	9
Medical Aid	9
Foot Pursuits	10
Bomb Calls	10
Fire Calls	10
Code Enforcement	11
Plaza Security	12
In-Custody Calls	12
Providing Name and DOB Information	12
Testing Clarity of Radio Transmissions	13
RADIO CODES	
Ten-Codes	14
Other Radio Codes	14
PHONETIC ALPHABET	
Phonetic Alphabet	16
License Plates and VIN Numbers	16
Unusual Spelling of Names	16

STATUS CHANGES AND STATUS CHECKS	
Advising of a Change in Status	18
Working on Paperwork	18
Changing Locations	18
Miscellaneous Status Changes	18
Transporting Juveniles or Member of the Opposite Sex	19
Status Checks	19
CALL DISPOSITION	
Radio Disposition Codes	20
Disposition Codes and Additional Information	20
Skate Park Checks	21
Alarm Calls	21
Traffic Stops with No Vehicle Towed	22
Stored/Impounded/Recovered Vehicle	22
REQUESTING A BACKING UNIT	
No Pending Urgency	23
High Degree of Urgency	23
Cancelling a Backing Unit	23
WARRANT CHECKS	
General Information	24
10-35 Confirmation	24
DMV/CLETS/NCIC NAME INQUIRIES	
General Information	26
RECORD CHECKS – IN-HOUSE	
General Information	28
MDC Matches	28
CASE, ARREST, AND FI NUMBERS	
General Information	29
FI Numbers	29
ALERTS	
Alert Tones	31
Emergency Alert Button	31
CODE 777	31
Blue Alert	32
Amber Alert	33
RADIO CHANNELS	
Channel Selection	35

Channel Display on Dispatch Consoles	36
Changing Radio Channels	36
PURSUITS	
Brevity of Transmissions	37
Primary Unit Responsibility	37
Secondary Unit Responsibility	37
Other Units	37
Dispatch Responsibility	38
Communications During a Pursuit	38
Area of Coverage Talk Group	38
Loss of Pursued Vehicle	39
Inter-Jurisdictional Consideration	39
Assumption of Pursuit by Another Agency	39
Pursuits Extending into this Jurisdiction	40
APPENDIX	
Appendix	41

This manual is intended to be a general guide to efficient two-way radio use, outlining proper, brief, concise, and efficient radio procedures. It is not designed to be, nor should it be, used as a strict rule for compliance. It is recognized that at times plain speech is necessary and warranted, however in most instances this guide should be followed.

## GENERAL RADIO TRAFFIC PROTOCOL

### **Radio Transmissions – Public Information**

Information broadcasted or transmitted over the radio can be heard by the general public and is a public record subject to public release. It is also subject to discovery in court cases. Members are required at all times to be professional when using the radio. Bantering, derogatory comments, and unprofessional transmissions that would reflect negatively on the Department will not be tolerated.

### **Law Enforcement Abbreviations and Terminology**

Avoid using clear-speak on traffic stops and other calls, such as: “Plate will be....,” “Going 97...,” “It’s gonna be...,” “I’ll be 97 in about one....” Be brief and concise to save air traffic time for others needing to transmit information.

Slang or abbreviations, other than commonly understood law enforcement ones, should not be used in place of proper words.

#### **Examples of Acceptable Law Enforcement Abbreviations or Terminology:**

“H&S” instead of “drugs” or “narcotics”

10-21 your “42” instead of “home”

“MFD” instead of “Montclair Fire Department”

Watch Commander instructing Dispatch to call a “seven” instead of to call a “Code 777”

Dispatcher advising an officer “21, I ‘copied’ your last (transmission)”

### **Prohibited Transmissions**

Absent exigent circumstances, certain information is prohibited from being transmitted over the radio:

1. Criminal history information. Dispatchers may advise an officer “affirmative on priors” or “prior in-house,” however detailed information about the priors cannot be transmitted. The detailed information may be communicated to the officer by telephone.
2. Code-5 information. Code-5 information shall only be transmitted over the MDC.
3. The address of a search warrant about to be executed.
4. The specific or general nature of a contagious or hazardous medical condition (e.g., HIV, AIDS, Tuberculosis, Hepatitis B). The dispatcher shall use the term “universal precautions – see MDC” and then transmit on the MDC the following information: “Universal precautions” and enter either “airborne” or “bloodborne” to indicate what type of biohazard exposure the officers or responding personnel may encounter. The terms “airborne” or “bloodborne” may be added to the radio broadcast only when MDC’s are not available.
5. The names of any officers involved in a shooting or other critical incidents or any officer injured in the line of duty.

**Call Signs**

Dispatch will be referred to as “Montclair” for all radio traffic.

Field personnel will use their assigned call sign for all radio traffic. In the event the call sign is not known, the employee ID number may be utilized.

Example:

Officer: [REDACTED]

Officers are assigned call signs based on the team policing concept and are assigned call signs beginning with the team number followed by the beat number. The Department generally uses Beat Plan “A” which divides the City into two sectors, west (Beat 1) and east (Beat 2), separated by Monte Vista Avenue. Odd numbers are assigned west of Monte Vista and even numbers are assigned east of Monte Vista. The supervisor assigned to the team (Sam unit) also uses the assigned team number.

For example, an officer assigned to Team 4 working the west side of the City would use the call sign 3P41. Saying the “3 P (Paul)” portion of the call sign is not necessary. It is only necessary to use when sending MDC messages and for CAD transactions by dispatchers.

- Team 1            4/10 Days
- Team 2            4/10 Swing
- Team 3            4/10 Graveyard
- Team 4            3/12 Days
- Team 5            3/12 Nights
- Team 6            3/12 Cover

Other call sign designators are:

- Adam            [REDACTED]
- Baker           [REDACTED]
- Charles        [REDACTED]
- David           [REDACTED]
- Edward        [REDACTED]
- George        [REDACTED]
- Henry         [REDACTED]
- King            [REDACTED]
- Lincoln        [REDACTED]
- Motor          [REDACTED]
- Montclair     [REDACTED]
- Nora           [REDACTED]
- Paul            [REDACTED]
- Robert        [REDACTED]
- Sam            [REDACTED]
- Tom            [REDACTED]
- X-Ray          [REDACTED]
- 1760 series   [REDACTED]

## Hailing

For officer initiated activity, the purpose of the transmission should be stated on the first hail, allowing Dispatch and the other units to know to listen, then stop and wait to be acknowledged.

### Example:

Officer: [REDACTED]  
Officer: [REDACTED]

For other communication, the call sign only should be stated on the first transmission.

### Example:

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]

When hailing a unit and a specific backing unit, Dispatch will hail both units. Both units should acknowledge. Dispatch will then transmit the call for service information. Both units should then acknowledge and provide the location they are responding from.

### Example:

Dispatch: [REDACTED]  
Officer: [REDACTED]  
Officer: "32"  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Officer: [REDACTED]

When hailing a unit and a second unspecified unit to back, Dispatch will hail the primary unit, transmit the call information, then ask for a backing unit to acknowledge. The transmission is done in this order so that other units can hear the location and determine if they are closest and can clear from their call to respond.

### Example:

Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Officer: [REDACTED]

If no officers are 10-8 and available to respond to a Priority One call, Dispatch will hail any available unit and specify the type of call and location as follows:

Example:

Dispatch: [REDACTED]  
[REDACTED]

Officer: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]  
[REDACTED]

Officer: [REDACTED]

Officer: [REDACTED]

**Breaks in Transmission**

Radio transmissions should be brief in duration. If the information to be transmitted is lengthy, a pause should be made by stating "break" and then resume the transmission.

Example:

Officer: [REDACTED]  
[REDACTED]  
[REDACTED]

**Overlapping Radio Transmissions**

When more than one unit transmits at the same time, the transmissions "cover" each other, making the transmissions garbled. When this occurs, Dispatch will advise the units they are covering each other and if it can be determined which units are transmitting, Dispatch may acknowledge the units indicating they should proceed with their transmission again.

Example:

Officer (3P33): [REDACTED]

Officer (3P32): [REDACTED]

Dispatch: [REDACTED]

Officer (3P33): [REDACTED]

Dispatch: [REDACTED]



Officer (3P33): [REDACTED]

**Acknowledgments**

Advising “yes” or “no” are transmitted as “affirmative” (or “affirm”) or “negative.”

Acknowledging information received is transmitted as “10-4.” Other acknowledgements such as “copy,” “copy that,” or “roger that” instead of “10-4” are not to be used. The term “copy” may be used in other situations, such as to confirm a transmission was received.

Example:

Dispatch: [REDACTED]

**Broadcasts**

Dispatch will periodically broadcast information on critical incidents, crimes that just occurred, or missing persons. A broadcast may be made on PD-1 or any of the channels monitored by other agencies, as appropriate. Dispatch also monitors broadcasts from other agencies and relays that information via a broadcast on PD-1. The broadcast will normally be preceded by a statement that a broadcast is forthcoming so that officers are ready to receive the information.

Example:

Dispatch: [REDACTED]

**Backing Officers**

When an officer transmits that he/she will back another officer, the officer should include in the transmission where he/she will be responding from. This is done so that the officer who needs the back knows about how long it may take for the officer to arrive and so that other officers who may be closer and are able to clear and respond are able to advise of that information and do so.

**Locations**

When Dispatch provides an address of a call for service, the street address will be provided. When the call for service is at a business, both the business name and the street name will be provided. The street address will be stated twice when dispatching calls for service, with the number portion of the address articulated differently in the second set.

Example:

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

When Dispatch is advised of a location for a traffic stop or officer initiated activity, it is acceptable to provide a commonly known business name instead of an address. Examples would be Target, Montclair High School, City Hall, Stater Bros..

When Dispatch is advised of a name of a business rather than an address for a traffic stop or officer initiated activity and the business location may not be readily well known to the dispatchers and other officers, the cross street or hundred block should also be provided whenever possible. This assists Dispatch in rapidly identifying and entering the location onto the CAD screen and assists in differentiating between two of the same businesses in the City (e.g., Carl's Jr. (north) 8972 Central and Carl's Jr. (south) 5295 Holt). It is also important for officer safety purposes so there is no question where the officer is located should a backing unit be needed.

Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

**Vehicle Activity**

When transmitting information pertaining to a vehicle, state the vehicle license plate number prior to the location. If the vehicle is occupied, advise Dispatch of the number of occupants.

Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

**Traffic Stops**

When making a traffic stop, the information should be provided to Dispatch in the following order:

Call sign, license plate (or vehicle description if no plate – and specify no plate), and address of the stop. If the license plate is a California plate, it is not necessary to state that it is a California plate. If the license plate is an out-of-state plate, dealer plate, personalized plate, trailer, motorcycle, or other special plate, state that information before the license plate number.

Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]  
[REDACTED]  
[REDACTED]

Dispatch: [REDACTED]"

Dispatch will enter the traffic stop into the CAD system and the license plate will be automatically run for status (Code 30 or Code 32) and registration. Dispatch will then provide the status and registration information to the officer. If the information is provided to the officer immediately, it is not necessary to hail the officer before doing so. If there is a delay in providing the information (e.g., Dispatch has to answer a 9-1-1 call first), Dispatch should hail the officer prior to providing the information.

Dispatch: [REDACTED]  
[REDACTED]

### **Transmitting and Receiving 10-35 Information**

When a warrant check reveals a possible outstanding warrant or a vehicle check reveals a Code-32 vehicle, Dispatch is required to confirm the officer is in a position to receive the information without the suspect or others hearing it by first confirming the officer is 10-35. The officer should then acknowledge "Affirm" or "Negative, stand-by" until he/she can safely receive the transmission.

#### **Example:**

Dispatch: [REDACTED]

Officer: [REDACTED]

#### **Example:**

Dispatch: [REDACTED]

Officer: [REDACTED]

(Pause while officer prepares to receive the information)

Officer: [REDACTED]

### **Code 5 Information**

When the Police Department or another law enforcement agency is conducting surveillance within the City, that information will be sent to the units as an MDC message. The information should not be transmitted over the radio on any 800 MHz channel. The same procedure applies when units are to be notified to stay out of the area due to search warrant service or other police activity.

Refer to Policy and Procedures Manual § 802 for specific instructions on notifying Code Enforcement of this type of activity.

**Call Types**

When dispatching calls types using the common statutory code as the call type, it is only necessary to specify the statutory code number or description, but not the statutory code type (e.g., PC, VC).  
Examples are:

PC 211            Dispatch as: 211 Silent  
PC 594            Dispatch as: 594 Report  
VC 20002        Dispatch as: 20002 Just Occurred

**Alarm Calls**

When dispatching an alarm call, Dispatch will specify the alarm type and indicate if it is to a business or residence:

- 459, Audible at a business
- 459, Audible at a residence
- 459, Silent at a business
- 459, Silent at a residence
- 211, Silent – Business name
- Panic alarm at a residence
- Panic alarm at a business

**Subject Checks**

When making a subject check, advise Dispatch the location and the number of subjects.

Example:

Officer:            [REDACTED]  
Dispatch:         [REDACTED]  
Officer:            [REDACTED]  
Dispatch:         [REDACTED]

When making a subject check relating to possible prostitution activity, Dispatch should be advised that the subject check is for that purpose so the appropriate call type code can be used for tracking prostitution enforcement efforts.

Example:

Officer:            [REDACTED]  
Dispatch:         [REDACTED]

Officer: [REDACTED]

Officer: [REDACTED]

### **Disturbance Calls and Weapons**

When dispatching a call for service that has the potential for violence or weapons, Dispatch will ask the caller whether or not there are any weapons involved or seen and transmit that information when dispatching the call. This information will be transmitted on any call where the caller states that a weapon was seen or may be in the possession of someone. Examples of call types include, but are not limited to:

- PC 415 – Disturbances
- PC 242 – Battery
- PC 245 – Assault with a Deadly Weapon
- PC 243(e)/273.5 – Domestic Violence
- PC 211 – Robbery

Any time a call involves a weapon, the dispatcher or the officer receiving the information should attempt to get a weapon description and transmit that information as soon as possible to the other units.

#### **Example:**

Dispatch: [REDACTED]  
[REDACTED]

Dispatch: [REDACTED]  
[REDACTED]  
[REDACTED]

### **Medical Aid**

Generally, calls for medical aid not involving potential life threatening situations are transferred to Montclair Fire Dispatch to dispatch Fire personnel and Police personnel are not routinely dispatched to assist. If, however, a call involves a potential life threatening situation where an officer may be able to perform CPR, AED, or first-aid, (e.g., attempted suicide, subject not breathing, possible heart attack, traffic collision with known or unknown injury) an officer(s) is to be dispatched in addition to Fire personnel.

When dispatching a call requiring medical aid or involving known, possible, or unknown injuries, Dispatch will roll Fire automatically and advise the responding officer that Fire is en-route.

#### **Example:**

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]  
[REDACTED]

**Foot Pursuits**

When an officer initiates a foot pursuit, the following information should be provided:

- Advise in foot pursuit
- Location and direction of travel
- Description of suspect(s)
- Weapon information
- Reason

**Example:**

Officer: [REDACTED]

**Bomb Calls**

**Do not transmit on any equipment that produces radio frequency energy within 300 feet**

Bomb threat calls are to be broadcast as Code 89.

Refer to Policy and Procedures Manual § 416 for the Response to Bomb Calls.

**Fire Calls**

Calls involving a fire are to be transferred to Fire Dispatch to dispatch Fire personnel. Officers are to be dispatched to the scene in addition to Fire personnel.

**Fire Department Activity**

It is not necessary to advise when tows and Montclair Fire Department (MFD) are 10-97, except when it is necessary or important to record the arrival times (e.g., homicides, fatal traffic collisions).

Avoid asking where Montclair Fire Department (MFD) or an ambulance is responding to out of curiosity. Fire Dispatch will call if a Police Department unit is needed to respond. Not all calls for MFD come through Dispatch, so unless Fire Dispatch calls, Dispatch is not aware of the nature or location of the MFD unit or ambulance.

Upon arrival at a location, if the officer determines that medical aid is needed, the officer shall immediately request Dispatch to dispatch Montclair Fire Department to the location. Dispatch will document that MFD is rolled on the CAD record.

**Example:**

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
(pause)  
Dispatch: [REDACTED]  
Officer: [REDACTED]

**Code Enforcement**

Code Enforcement Officers monitor channel PD-1 and communicate with Dispatch and officers on channel PD-1. Code Enforcement may request a backing unit via radio transmission to Dispatch.

**Radio Designator**

Code Enforcement Officers are individually assigned a radio designator in the [REDACTED] and will hail Dispatch using their radio designator.

**CLETS, CAD, and RMS Information**

Code Enforcement Officers are not authorized to request or receive any CLETS information or information from the CAD/RMS system, except as follows:

1. Upon request, Dispatch may run a license plate to determine if it is stolen if Code Enforcement is out with the vehicle. Dispatch shall only provide confirmation as to the stolen status. No registration information or details about the stolen vehicle (e.g., where it is stolen from, reporting agency, victim information) can be provided. If the vehicle is stolen, Dispatch should advise the vehicle is Code-32 and dispatch an officer to make the vehicle recovery.
2. Call history information needed for Code Enforcement safety purposes in the performance of their duties may be released to Code Enforcement by Dispatch, upon request. General call history information regarding the nature of the call only may be released. An example would be advising that there have been no prior contacts at the residence, or there was a prior contact involving a (nature of the call) battery (crime of violence) six weeks ago (same people may still live there). Due to the prior contact involving a crime of violence, the Dispatcher should then dispatch an officer to accompany the Code Enforcement Officer. If there are only prior contacts that do not pose any safety consideration (e.g., a petty theft report or a citizen contact), Dispatch should simply advise there were prior contacts, but it is not necessary to advise the nature of each one. Specific identifying information, arrest information, SRF information, etc. from the call history records shall not be released.

**Code 5 Information – Code Enforcement Notification**

[REDACTED]

[REDACTED]

[REDACTED]

**Plaza Security**

[REDACTED]

**In-Custody Calls**

Upon receipt of an in-custody call where loss prevention has a subject detained for theft, Dispatch will run the subject for warrants and their criminal history. Dispatch will advise the subject's status (Code 30 or Code 32) and indicate whether the subject does or does not have prior convictions with jail time served. Details about the prior arrests cannot be transmitted.

**Example:**

Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]

**Providing Name and DOB Information**

When providing person information, provide it in the following order:

[REDACTED]

**Example:**

[REDACTED]

If the person has a driver's license or DMV ID card, this may also be provided, as follows:

**Example:**

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]





## RADIO CODES

### Ten-Codes

10-1	[REDACTED]
10-2	[REDACTED]
10-4	[REDACTED]
10-5	[REDACTED]
10-6	[REDACTED]
10-7	[REDACTED]
10-8	[REDACTED]
10-9	[REDACTED]
10-10	[REDACTED]
10-11	[REDACTED]
10-13	[REDACTED]
10-14	[REDACTED]
10-15	[REDACTED]
10-16	[REDACTED]
10-17	[REDACTED]
10-19	[REDACTED]
10-20	[REDACTED]
10-21	[REDACTED]
10-22	[REDACTED]
10-23	[REDACTED]
10-28	[REDACTED]
10-29	[REDACTED]
10-35	[REDACTED]
10-36	[REDACTED]
10-42	[REDACTED]
10-45	[REDACTED]
10-48	[REDACTED]
10-81	[REDACTED]
10-87	[REDACTED]
10-97	[REDACTED]
10-98	[REDACTED]

### Other Radio Codes

CODE 1	[REDACTED]
CODE 3	[REDACTED]
CODE 4	[REDACTED]
CODE 4 ADAM	[REDACTED]
CODE 5	[REDACTED]
CODE 7	[REDACTED]
CODE 14	[REDACTED]
CODE 30	[REDACTED]
CODE 32	[REDACTED]
CODE 50	[REDACTED]
CODE 51	[REDACTED]
CODE 89	[REDACTED]
CODE 777	[REDACTED]
CODE 999	[REDACTED]

When transmitting the radio codes, the code will normally be transmitted in its entirety.

Example:

Officer: [REDACTED]

It is acceptable, however, to leave off the "10" part of the code in some situations and the meaning of the code is commonly understood.

Example:

Officer: [REDACTED]

Officer: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

## PHONETIC ALPHABET

The phonetic alphabet should be used when transmitting a license plate, VIN number, the spelling of a name, or other reference to letters of the alphabet.

### Phonetic Alphabet

A	ADAM	Q	QUEEN
B	BOY	R	ROBERT
C	CHARLES	S	SAM
D	DAVID	T	TOM
E	EDWARD	U	UNION
F	FRANK	V	VICTOR
G	GEORGE	W	WILLIAM
H	HENRY	X	XRAY
I	IDA	Y	YOUNG
J	JOHN	Z	ZEBRA
K	KING		
L	LINCOLN		
M	MARY		
N	NORA		
O	OCEAN		
P	PAUL		

### License Plates and VIN Numbers

The phonetic alphabet should be used when transmitting a license plate or VIN number as follows:

#### Example:

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
[REDACTED]  
[REDACTED]

### Unusual Spelling of Names

Use phonetics when providing an unusual name or a name that has multiple possible spellings (e.g., Stephen or Steven; Eric or Erick; Chris or Kris). It is not necessary to use phonetics with commonly spelled names, however if the spelling of the name is the common spelling, but there are other possible spellings, state "common spelling" before providing the name.

#### Example:

[REDACTED]

The name that needs to be provided phonetically does not need to be stated prior to spelling it out. Dispatch will be typing the name as it is being stated, so to prevent Dispatch from starting to type it one way and have to backspace and spell it differently, state "phonetically" and spell it out from the beginning.





**Transporting Juveniles or Member of the Opposite Sex**

When advising a juvenile is being transported in the police unit, advise Dispatch of the destination and starting mileage. Dispatch will respond with the start time. When advising Dispatch of arrival at the destination, also advise the ending mileage. Dispatch will advise the end time. This information will be documented on the CAD record. This procedure should also be followed when male officers transport female prisoners.

Example:

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]

*Upon arrival:*

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]

**Status Checks**

As soon as possible upon arrival on-scene or after initiating activity, the officer should advise Dispatch of his/her status (e.g., "Code-4" or "Code-4 Adam").

Example:

Officer (3P21): [REDACTED]  
Dispatch: [REDACTED]  
Officer (3P23): [REDACTED]  
Dispatch: [REDACTED]  
Officer (3P23): [REDACTED]

If the officer does not advise his/her status within the allotted time-frame programmed into the CAD system according to call-type, the Dispatcher is required to inquire of the officer's status. When the time-frame is reached, the officer's information on the status monitor will highlight red to alert the Dispatcher.

Example:

Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatcher: [REDACTED]

## CALL DISPOSITION

### Radio Disposition Codes

10-8

Advised

Assisted

ACL (Alarm Card Left)

Area Quiet

Arrested

Assisted

Checks 10-4

Cited (Include the number of cites issued)

Cited (include the number of cites issued) AND VEHICLE TOWED

Civil

Contacted and Advised

FI'D

GOA (Gone on arrival)

HBO (Handled by officer)

Names Exchanged

Not Home

Note Left

Notification Made

NRD (No report desired)

Other Jurisdiction

Peace Kept

Report Taken

Returned Home

RP Advised

Supp Taken

Uncooperative

Unfounded

UTL (Unable to locate)

Vehicle Marked

Vehicle Towed

### Disposition Codes and Additional Information

When clearing from a call, advise "10-8" and the applicable disposition code from the list above. Generally, using only the applicable disposition code as a disposition will be sufficient.



If additional information needs to be documented on the call record, the officer should provide brief and concise information to Dispatch. Dispatch will then include that information on the call record. This information can be important later when supervisors, staff, and other department personnel refer to the call record for a variety of purposes so it should be included whenever applicable.

Example:

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
[REDACTED]

When clearing from a call or officer initiated activity, it should be done in one transmission.

Example:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Skate Park Checks**

When clearing from skate park checks, state the number of persons cited, if any:

Example:

[REDACTED]

**Alarm Calls**

When clearing from false alarm calls, the officer is required to leave an alarm card at the location and advise Dispatch of the call disposition "ACL" to indicate an alarm card was left. If an alarm call is closed out with a disposition other than ACL, the officer is required to provide a reason and that reason is required to be documented on the CAD record. If it is determined a burglary or other crime occurred and a report is taken, the disposition of "Report Taken" would be the appropriate disposition.

Example:

[REDACTED]

**Traffic Stops with No Vehicle Towed**

When clearing from traffic stops, advise "10-8" and, when applicable: Cited, Advised, FI'd.

Example:

████████████████████

████████████████

████████████████████

**Stored/Impounded/Recovered Vehicle**

When clearing from a call involving a stored/impounded/recovered vehicle, state the storage authority after "10-8":

Example:

██

## REQUESTING A BACKING UNIT

When requesting a backing unit, the officer should briefly advise why the backing officer is needed, for the benefit of the responding officer. No back is "routine" no matter how calm the situation appears. If there is no particular reason why an officer wants a backing unit or there is no time to advise, the officer is not obligated to provide a reason.

### **No Pending Urgency**

A request for a backing unit with no pending urgency should be transmitted as follows:

Example:

Officer: [REDACTED]

### **High Degree of Urgency**

A request for a backing unit for immediate assistance when a high degree of urgency exists should be transmitted as follows:

Example:

Officer: [REDACTED]

The term "Expedite" should not be used. If an officer needs a backing unit to respond Code-3, a Code-3 back should be requested. It is the officer's responsibility to request a Code-3 back and if possible, give a brief explanation why it is needed. Officers should not ask if an officer requesting a back wants a Code-3 back, as the original officer should have already advised if a Code-3 back is needed.

### **Cancelling a Backing Unit**

If an officer requests a backing unit and then advises he/she is Code-4, Dispatch should be advised if the backing unit is to continue or cancel. A backing unit will not automatically be canceled because the requesting unit advises Code-4.

## WARRANT CHECKS

“Control” is the terminology used to refer to San Bernardino County Sheriff’s Department Central Warrants Division. Warrants are to be “confirmed” as active prior to making an arrest for the warrant. Warrants held by other counties are referred to by county name when requesting to check the warrant through that county. If an officer is not intending to abstract traffic warrants, the officer should not request to run the subject through Control.

If a warrant check and an in-house check is needed, the request should be transmitted as follows:

Example:

Officer: [REDACTED]  
Dispatch: [REDACTED]  
Officer: [REDACTED]  
Dispatch: [REDACTED]

When Dispatch is provided a name and date of birth and runs the name and date of birth through the Computer Aided Dispatch (CAD) system, CAD checks the local (in-house) name file.

The following CLETS/NCIC systems are also automatically checked:

- Wanted Person System (WPS)
- National Crime Information Center (NCIC)
- Restraining Order System (CARPOS)
- Supervised Release File (SRF)
- Sex and Arson Registrant file (SAR)
- Missing and Unidentified Persons (MUPS)
- Armed and Prohibited Persons (APPS)
- DMV Automated Name Index (ANI)

When Dispatch checks a California driver’s license (CDL) number through DMV, the information is simultaneously checked through:

- Wanted Person System (WPS)
- Supervised Release File (SRF)
- Sex and Arson Registrant (SAR)

If an officer wants a subject run through both WPS and NCIC, Dispatch should be provided with the name and DOB of the subject, rather than only the CDL.

### **10-35 Confirmation**

When a warrant check reveals a possible outstanding warrant, Dispatch is required to confirm the officer is in a position to receive the information without the suspect hearing it by first confirming the officer is 10-35. The officer should then acknowledge “Affirm” or “Negative, stand-by” until he/she can safely receive the transmission.

Example:

Dispatch: [REDACTED]  
Officer: [REDACTED]

Example:

Dispatch: [REDACTED]

Officer: [REDACTED]

(Pause while officer prepares to receive the information)

Officer: [REDACTED]

Most California warrants are entered in the Wanted Person System (WPS) – (a California database) or in both the Wanted Person System (WPS) and the National Crime Information Center (NCIC) and may be searched by an inquiry in the WPS database. The level (Felony or Misdemeanor) of the charge and the bail amount dictate whether a warrant is entered only in WPS or in both WPS and NCIC. Infraction warrants may not be entered in WPS and would not normally be entered in NCIC, but may in fact be active. The status of a warrant, whether in WPS/NCIC or not, can be confirmed by calling the agency (usually the Sheriff's Department) holding the original warrant. WPS inquiries match the name by sound and list ten matches, with the first match being the closest.

## DMV/CLETS/NCIC NAME INQUIRIES

To run a subject through NCIC using only a CDL number, Dispatch has to run the CDL number through DMV first to obtain the name and date of birth from the driver's license record, then re-run the subject through NCIC by name and date of birth. The ideal situation is for the officer to provide the last name, first name, middle name, date of birth, and a CDL number if known.

### Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

To search DMV for vehicles registered to a person or run a name through the DMV Automated Name Index (ANI) for a driver's license record without a date of birth, provide Dispatch with the subject's name, age, and the first three numbers of the address and the city of residence only. The street name is not required.

### Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Dispatch will advise if the subject is Code-30 and the license status, if applicable. Dispatch will also advise if the subject has a Supervised Release File (SRF) record, is a Sex or Arson Registrant (SAR), or is Code-32.

For vehicle registration checks, the officer will be advised of the 10-29 status (Code 30 or Code 32) and the registration information, to include current or expired registration, year and make, registered owner name and city of residence:

### Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

DMV Automated Name Index (ANI) matches an exact spelling of the first name, not the last name. If there are multiple hits, the closest match will be listed first. Only ten multiple hits will be listed; any number over this and the message will state the number of matches the system found, but will not list them.

NCIC requires a date of birth to process the inquiry request. NCIC does not search by age only. NCIC also lists the closest match first and will list three possible matches.

## RECORD CHECKS – IN-HOUSE

A records check is requested to run a subject's name in the Police Department's in-house Records system using the NAME option or to run an address for prior calls for service using the CALINQ (Call Inquiry) option.

To request a records check from the in-house Records system, use the example below:

### Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Dispatch will advise if there is a match, then the officer may make a specific request, such as for prior contacts, associated persons, or vehicles, etc.

### **MDC Matches**

If a possible name or vehicle match is received in response to an inquiry made on the Mobile Data Computer (MDC) in the patrol vehicle, it is not necessary to provide the detailed match information to Dispatch. Advise Dispatch of either a name and date of birth of the subject or the license plate number on the vehicle and the type of match (e.g., registration match or Code-32 vehicle). Dispatch will re-run the information. If the officer has not yet notified Dispatch of his/her location and nature of his/her activity that led to the MDC inquiry, the officer should immediately provide that information to Dispatch.



## CASE, ARREST, AND FI NUMBERS

When a case number and or arrest number is requested from Dispatch, the Dispatcher will also provide the time of call and time of arrest, if applicable. When an officer requests a CR and AR number or FI number, he/she should have the person's name, DOB, and charges ready to provide to Dispatch.

### Example (CR):

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

### Example (CR and AR when Dispatch already has the name and DOB):

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

### FI Numbers

When an FI number is needed and the subject(s) has already been run for warrants, the officer need only ask for an FI number because Dispatch already has the name and DOB. If Dispatch has not been given any names and the officer is ready to clear the call, the officer must advise Dispatch that he/she has a subject(s) for FI and provide Dispatch with the name(s) and DOB's. Dispatch will issue an FI number and document on the call the name of the officer to whom the FI was issued. If there are multiple officers on the call, the Dispatcher is required to document on the CAD record the officer to whom the FI number was issued. If more than one officer will be completing FI cards for an FI number, the Dispatcher is required to document which officer took the FI on which subject. If this information is not initially provided by the officer(s), the Dispatcher is required to obtain it before closing out the call.

### Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

When a subject's name is run and there is a match in the Department of Justice (DOJ) Supervised Release File (SRF) or Sex and Arson Registrant File (SAR) database an FI number is required. Dispatch shall automatically issue an FI number to the officer and advise the number rather than waiting to see if the officer asks for it. The officer will be advised of the type of SRF or Registrant match found, such as "active parole," "arson registrant," "PRCS" (Post Release Community Supervision) and the FI number.

The reason for the FI card requirement is that when Records receives an FI card marked as "SRF" from the officer, a Supervised Release File (SRF) contact message will be made in the CLETS SRF system on the subject's SRF record using the information documented on the FI card. DOJ then notifies the agency that entered the subject in the SRF system (e.g., State Parole, County Probation) of the contact. The SRF database contains parolees, probationers, persons on Post Release Community Supervision (PRCS), and violent criminal offenders tracked by DOJ.

## ALERTS

### Alert Tones

[REDACTED]

### Emergency Alert Button

[REDACTED]

[REDACTED]

[REDACTED]

### Example:

Dispatch: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### CODE 777

Code-777 will be called by Dispatch to clear the air for officer safety. A Code-777 applies to the units involved, as well as the units not involved.

A Code-777 is sometimes referred to as "a Seven."

A Code-777 may be initiated by Dispatch or upon direction by a supervisor or officer. Incidents that should initiate a Code-777 include, but are not limited to a subject at gunpoint, vehicle pursuit, foot pursuit, felony traffic stop, or Code-32 vehicle.

Code-777 will be called for a pursuit, a felony traffic stop, a major incident, or any time requested by an officer.

When a Code-777 is called, refrain from or limit air traffic. Limiting radio transmissions on Channel One will minimize the possibility of units covering the radio transmission of officer who has important information for everyone to hear.

The primary unit or first unit on-scene should provide information as soon as it is available. If not, the dispatcher will ask for any further information. The only people who should be talking are the primary unit or the unit designated to broadcast information, the dispatcher, and the supervisor. Limiting radio transmissions minimizes the occurrence of units covering each other.

As soon as the Officers are Code-4, they should advise this and if the Code-777 can be cleared. If the Officer does not advise to clear the Code-777, Dispatch will not automatically do so. Dispatch should state the time when calling and when clearing a Code-777.

Example:

Dispatch: [REDACTED]

Dispatch will not routinely interrupt a felony traffic stop, building search, or ascertain unit status when a Code-777 has been called. Officers are to advise as soon as possible when their status is Code-4.

Example:

Sergeant: [REDACTED]

Dispatch: [REDACTED]

Officer: [REDACTED]

Dispatch: [REDACTED]

**Blue Alert – Officer Killed or Assaulted**

The following information pertains to radio communication regarding a Blue Alert and includes excerpts from the Policy and Procedures Manual. For the complete Department policy on Blue Alerts, refer to Policy and Procedures Manual § 334.

All of the following conditions must be met before activating a Blue Alert:

1. A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
2. The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.
3. A detailed description of the suspect's vehicle or license plate is available for broadcast.
4. Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

**Dispatcher Responsibility**

Dispatch is responsible for relaying the following BOLO information:

1. Broadcast to Montclair units and send an MDC message
2. Send a CLETS administrative message to local law enforcement agencies (Ontario PD - ONT0, Pomona PD - POM0, Chino PD - CHN0, Claremont PD- CLA0, Upland PD - UPL0, and San Bernardino County Sheriff's Department (SBO0).
3. Broadcast on Law-ICOM and Red Channel

Dispatch will send an administrative CLETS message to the area designator of 4500 (statewide law enforcement and other designated agencies). Do not use the area designator of 3200, as this does not send to all of the necessary agencies in California. The State Emergency Management Agency (EMA) will receive the CLETS message sent to area designator 4500 and will activate an Emergency Digital Information System (EDIS) bulletin (FLASH statewide message). In the event of a cancellation, Dispatch is required to send an administrative CLETS cancellation message to the same area designator of 4500 and to local law enforcement agencies.

### **Amber Alert**

The following information pertains to radio communication regarding an Amber Alert and includes excerpts from the Policy and Procedures Manual. For the complete Department policy on Amber Alerts, refer to Policy and Procedures Manual § 334.

### **Amber Alert Definition**

The America's Missing: Broadcast Emergency Response Program (AMBER Alert™) is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of local radio, television and press affiliates, the public will be notified of the circumstances of a child abduction and how they can assist law enforcement in the recovery of the child. The goal is the safety of the public and law enforcement and the successful apprehension of the suspect by establishing an effective partnership between the community, the media and law enforcement

**Abduction** - Any child under the age of 18-years who has been unwillingly removed from his/her environment without permission from the child's legal guardian or a designated legal representative.

### **Child Abduction Criteria**

The following conditions must be met before activating an AMBER Alert:

1. Abduction has been determined to have occurred.
2. The victim is 17 years of age or younger, or has a proven mental or physical disability.
3. The victim is in imminent danger of serious injury or death.
4. There is information available that, if provided to the public, could assist in the child's safe recovery.

### **Dispatcher Responsibility**

Dispatch is responsible for relaying the following BOLO information:

1. Broadcast to Montclair units and send an MDC message
2. Send a CLETS administrative message to local law enforcement agencies (Ontario PD - ONTO, Pomona PD - POM0, Chino PD - CHN0, Claremont PD- CLA0, Upland PD - UPL0, and San Bernardino County Sheriff's Department (SBO0).
3. Broadcast on Law-ICOM and Red Channel

Dispatch will send an administrative CLETS message to the area designator of 4500 (statewide law enforcement and other designated agencies). Do not use the area designator of 3200, as this does not send to all of the necessary agencies in California. The State Emergency Management Agency (EMA) will receive the CLETS message sent to area designator 4500 and will activate an Emergency Digital Information System (EDIS) bulletin (Child Abduction FLASH statewide message). In the event of a

cancellation, Dispatch shall send an administrative CLETS cancellation message to the same area designator of 4500 and to local law enforcement agencies.

## RADIO CHANNELS

### Channel Selection

The following are the commonly used radio channels. This is not an all-inclusive list of channels available in San Bernardino County.

MPD-1	Montclair Police Department primary radio channel
MPD-2	Montclair Police Department secondary radio traffic
ADMIN	Used for communication between Dispatch, Watch Commanders, and Command Staff. This is not a confidential channel.
RCRDS	Records channel - used for non-emergency unit-to-unit radio traffic
LAWICOM	Used for broadcasts to law enforcement agencies within San Bernardino County
6CHASE	Used for countywide pursuits when pursuit becomes multi-jurisdictional
8CHASE	Used for countywide pursuits when pursuit becomes multi-jurisdictional.
SBLW-1	Mutual aid channel for use by law enforcement agencies in San Bernardino County. To be used for major incidents involving multiple agencies and multiple-agency events such as SMASH details.
RED CHANNEL	San Bernardino County Valley Area RED Channel is a commonly shared radio channel for two-way communications throughout the Valley area of San Bernardino County. The RED Channel is primarily for the dissemination of information through interagency communication to prevent and respond to incidents of terrorism involving the use of weapons; for the protection of critical infrastructure and prevention of terrorist and/or Chemical, biological, radiological, nuclear or explosive (CBRNE) incidents; and other situations as set forth in Section 803.6 of the Montclair Police Department Policy and Procedures Manual.
40-KING	San Bernardino County Sheriff's Department helicopter
CPD-1	Chino Police Department
UBLU-1	Upland Police Department
OPD-1	Ontario Police Department
ATAC-2 (1-8)	Secondary talk groups used for multiple pursuits occurring simultaneously
CLEMARS	CLEMARS direct. Doomsday channel normally used for unit-to-unit line-of-sight communication in the event of radio failure.

All regular radio traffic will be transmitted on PD-1 unless advised to go to another channel by Dispatch or a supervisor.

### **Channel Display on Dispatch Consoles**

The primary channel that Dispatch selects to hear in the headset is called the SELECT channel. Any other channels that Dispatch is monitoring are all heard through a speaker, and these are called UNSELECT channels.

UNSELECT channels are muted when a select channel is busy. That means if an officer is talking to Dispatch on MPD-2 and a unit pulls traffic on MPD-1 at the same time, the officer talking on MPD-2 will be muted. For this reason, all regular radio traffic is to be broadcast / transmitted on MPD-1.

Regardless of the number of channels that are available, there are a maximum of only two dispatchers on-duty at any one time. Dispatch can only have one SELECT channel per position.

### **Changing Radio Channels**

It is not necessary for an officer to advise Dispatch on MPD-1 that he/she wants to talk on MPD-2. Dispatch is always monitoring MPD-2. The officer should simply change to MPD-2 and hail Dispatch before transmitting on MPD-2.

#### Example:

Officer: [REDACTED]

Dispatcher: [REDACTED]

Officer: [REDACTED]

Officers should be aware that although no radio traffic is heard on MPD-1 at that time, the Dispatcher may be taking multiple telephone calls and may not be able to acknowledge the radio traffic on MPD-2 immediately.

If Dispatch needs to communicate with an officer (or any personnel with a radio) on a channel other than MPD-1 or personnel with a radio need to communicate with each other on a channel other than MPD-1, the recipient of the transmission should be directed to go to the other channel.

#### Example:

Sergeant: [REDACTED]

Officer (3P21): [REDACTED]

### **Red Channel Policy and Procedures**

The following guideline contains excerpts from Montclair Police Department Policy and Procedures Manual § 803. For complete policy information, refer to Policy and Procedures Manual § 803.

#### **Red Channel Procedure**

This procedure was adopted by the San Bernardino County Chiefs of Police and Sheriff's Association on November 19, 2003.

This procedure is applicable to any member of a participating law enforcement agency, who is a peace officer as defined under California Penal Code section 830.1 et. seq., and any communications supervisor



or communications dispatcher for a participating law enforcement agency in the San Bernardino County Valley area.

### **Red Channel Purpose and Use**

The RED Channel is a commonly shared radio channel for two-way communications throughout the Valley area of San Bernardino County. The RED Channel is primarily for the dissemination of information through interagency communication to prevent and respond to incidents of terrorism involving the use of weapons; for the protection of critical infrastructure and prevention of terrorist and/or Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) incidents; and other situations as set forth in § 803.6.

In applicable situations, field units have the immediate ability to communicate with other field units, including those of all police departments in the Valley, by low-power/simplex, on the "RED Channel", as such transmissions are not likely to be heard for more than a mile or so, and will not interfere with fill-power broadcasts. Conversely, the field units have the ability to initiate a direct wide-area broadcast over the RED Channel to disseminate information vital to homeland security and defense as well as any other incident or crime relative to public safety.

Whenever possible, law enforcement personnel should monitor the RED Channel for critical information and crime broadcasts.

Absent exigent circumstances, only the following law enforcement representatives may make a RED Channel general broadcast:

Sworn Peace Officers

Dispatchers

### **Terrorism**

A RED Channel broadcast shall be made in a situation involving homeland security including, but not limited to, terrorist incidents, large scale civil disturbances, natural disasters and use of WMD, unless extenuating circumstances exist.

The RED Channel is the primary communications link for coordinating and managing participating law enforcement agencies' response to terrorist incidents, large scale civil disturbances, natural disasters and WMD incidents.

### **Crimes Reported within the Last 60 Minutes**

Law enforcement agencies may broadcast information over the RED Channel when the crime was reported within the last 60 minutes and;

1. The crime was a felony or;
2. Incidents with extenuating circumstances or;
3. AMBER Alert/BLUE Alert or;
4. Whenever children twelve years old or younger are missing or;
5. The information disseminated over the RED Channel is likely to assist in the arrest of the suspect or the safe recovery of the victim.

A supervisor for the requesting law enforcement agency may also request a (Code Alex) in conjunction with a RED Channel broadcast. The crime must be a felony, have occurred within the last 30 minutes, and possess a vehicle description (e.g., make, model, color) with the license or partial license plate.

A RED Channel broadcast may be made using low power settings for local area only broadcasts, for misdemeanor crimes with suspect information or other circumstances as deemed necessary by field officers.

### **Other Considerations/Restrictions**

The law enforcement agency Watch Commander or higher ranking official may authorize a RED Channel broadcast for felony crimes reported beyond 60 minutes when it is believed that apprehension is still possible.

The Watch Commander may allow exceptions for broadcasts over the RED Channel if some exceptional circumstance exists.

An agency involved in a vehicle pursuit that is leaving their jurisdiction should make a RED Channel broadcast advising of the pursuit if feasible. Radio traffic for the pursuit will be handled on the Chase channel in a manner consistent with the San Bernardino County MOU for inter-agency vehicles pursuits.

The RED Channel shall not be used for routine surveillance activities or preplanned multi-agency operations.

Following a RED Channel broadcast, whenever possible, local agency dispatchers should repeat broadcast information over their local frequency.

### **Location of Occurrence**

When the crime occurred at a residence, the actual address should not be broadcast over the RED Channel.

The street name block and major cross streets will be used to identify the location.

The actual incident location will be included in any follow-up teletype release.

This should help maintain the confidentiality of the location.

### **Broadcast Format**

The initial broadcast maybe made either by a dispatcher or officer at the scene.

1. To better alert monitoring units and participating law enforcement agencies of the pending broadcast, the primary agency dispatcher should activate the alert tones when appropriate. Following the tone alert, the primary agency should use the following broadcast format:

Agency or station identification

"Standby for RED Channel broadcast"

Type of crime

2. A dispatcher should only make a RED Channel broadcast before an officer arrives at the scene where there are exceptional circumstances that include but are not necessarily limited to:

Seriousness of the offense

Response time for responding officers

Number of reports on the incident, and quality of information received from reporting parties

Distance of the location of occurrence to City boundaries and major traffic corridors

Officer safety considerations including potential of the suspect fleeing to neighboring jurisdictions

When terrorist incidents, large scale civil disturbances, natural disasters or the use of WMD is occurring or is suspected.

The initial broadcast should include the following:

Agency or station identification

Crime

Time element

Location or major cross streets

Vehicle description (when a vehicle is involved) and direction of travel

When necessary, follow-up broadcasts should be given as soon as possible and should include the following:

Agency or station identification

Crime

Time element

Location or major cross streets

Vehicle description (when a vehicle is involved) and direction of travel

Suspect descriptions

Weapon information

Any other pertinent information

### **Cancellation of RED Channel broadcast**

Any time a broadcasting agency feels a broadcast should be cancelled within two hours of the time of the initial broadcast, that information should be broadcasted on the RED Channel and a follow-up should be sent over the teletype system.

Any RED Channel broadcast cancelled beyond the two-hour period from the original broadcast time will be cancelled over the Teletype system only.

## PURSUIITS

The following information pertains to radio communication during pursuits and contains excerpts from the Montclair Police Department Pursuit Policy.

For the complete Montclair Police Department Pursuit Policy, refer to Policy and Procedures Manual § 314.

### **Brevity of Transmissions**

Radio transmissions during a pursuit should be BRIEF.

Example:

Officer: [REDACTED]

Dispatch: [REDACTED]

The officer will then provide, to the extent possible, the information listed under the Primary Unit Responsibilities heading below.

### **Primary Unit Responsibilities (Policy Manual § 314.3.3)**

The initial pursuing unit will be designated as the primary pursuit unit. The initial pursuing officer is required to notify Dispatch that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- Reason for the pursuit
- Location and direction of travel
- Speed of the fleeing vehicle
- Description of the fleeing vehicle and license number, if known
- Number of known occupants
- The identity or description of the known occupants
- Information concerning use of firearms, threat of force, injuries, hostages, other unusual hazards

### **Secondary Unit(s) Responsibilities (Policy Manual § 314.3.4)**

The second officer in the pursuit is responsible for notifying the dispatcher of entry into the pursuit and broadcasting the progress of the pursuit unless the situation indicates otherwise.

### **Other Units**

The secondary unit and supervisor should be the only ones advising they are en-route to assist.

Non-involved units may be directed to another channel by Dispatch, but should try to stay off the air until the pursuit terminates.

### **Dispatch Responsibility (Policy Manual § 314.5)**

If the pursuit is **confined within the City limits**, radio communications will be conducted on the **primary channel** unless instructed otherwise by a supervisor or dispatcher.

If the **pursuit leaves the City or such is imminent**, involved units should, whenever available, **change radio communications to an emergency channel pursuant to the San Bernardino County Inter-Agency Pursuit Memorandum of Understanding**.

Upon notification that a pursuit has been initiated, Dispatch shall:

- Coordinate pursuit communications of the involved units and personnel
- Notify and coordinate with other involved or affected agencies as practical
- Ensure the Watch Commander is notified of the pursuit
- Assign a case number and log all pursuit activities
- Broadcast pursuit updates as well as other pertinent information as necessary

### **Communications During a Pursuit (Policy Manual § 314.5.1)**

Pursuant to the San Bernardino County Inter-Agency Agency Pursuit Memorandum of Understanding, the following radio channel protocol shall be followed:

Communications personnel from the agency initiating a pursuit should notify allied agencies of any pursuit which appears likely to enter other jurisdictions and should specify if assistance is or is not requested by the pursuing units and/or supervisor.

At the beginning of a multi-jurisdictional pursuit, the initiating agency's communications personnel should notify the San Bernardino County Sheriff's Department (SBSD) communications center of the pursuit and request that they assume communication responsibility for the pursuit once it leaves the initiating agency's jurisdiction.

Once SBSB communications personnel have assumed radio responsibility for the pursuit, they should maintain such responsibility until the end of the pursuit, regardless of whether the pursued vehicle re-enters the initiating agency's jurisdiction or another jurisdiction.

Whenever a pursuit becomes a multi-jurisdictional pursuit, the officers involved in the pursuit should change to one of the county-wide pursuit channels listed below:

#### **Area of Coverage Talk Group**

Victor Valley 1CHASE

Barstow 2CHASE

Lucerne Valley (Mid-desert) 3CHASE

Morongo Basin 4CHASE

Colorado River 5CHASE

**West Valley (Fontana West) 6CHASE**

East Valley (Rialto East) 7CHASE

Colton 8CHASE

Mountains 9CHASE

ATAC-2 (1-8) has been designed as secondary talk groups and will be used for multiple pursuits occurring simultaneously.

Should additional mutual-aid frequencies be required, the SBSB's Valley Control Center Supervisor or the San Bernardino County 800 Project Coordinator may designate an alternative pursuit frequency.

It is recognized that, in most areas of San Bernardino County, the California Highway Patrol (CHP) will not have the ability to change to the frequencies set forth in this subsection. Therefore, communications will necessarily have to take place and be coordinated by the communications centers who are involved in pursuit activities. Supervisors and officers involved in pursuit activities should recognize that this may create a delay in communications.

If SBSB communications personnel are unable to assume dispatch responsibilities for the pursuit, the initiating agency's dispatch personnel should maintain control of the pursuit until its conclusion.

Should a pursuit leave the Valley broadcast area and enter the "High Desert" (e.g., Victorville, Apple Valley), SBSB Valley Communications should coordinate radio responsibilities with SBSB High Desert Communications personnel. The opposite will occur when a pursuit leaves the "High Desert" and enters the "Valley" area.

In the event of radio failures, radios should be changed to "CLEMARS DIRECT". This will ensure inter-agency and car-to-car communications.

Officers involved in multi-jurisdictional pursuits should attempt to use "clear text" in their radio transmissions as opposed to agency-specific codes or jargon to avoid miscommunications between officers, supervisors, and communications personnel from different agencies.

#### **Loss of Pursued Vehicle (Policy Manual § 314.5.2)**

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

#### **Inter-Jurisdictional Consideration (Policy Manual § 314.6)**

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether or not to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether or not such jurisdiction is expected to assist.

#### **Assumption of Pursuit by Another Agency (Policy Manual § 314.6.1)**

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Montclair Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit.

Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this department, the CHP should relinquish control.

**Pursuits Extending into this Jurisdiction (Policy Manual § 314.6.2)**

The agency that initiates a pursuit shall be responsible for conducting the pursuit.

Units from this department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit. When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- Ability to maintain the pursuit
- Circumstances serious enough to continue the pursuit
- Adequate staffing to continue the pursuit
- The public's safety within this jurisdiction
- Safety of the pursuing officers

As soon as practical, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present. In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency including, but not limited to scene control, coordination and completion of supplemental reports, and any other assistance requested or needed.

## APPENDIX

### **MONTCLAIR POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL REFERENCE SECTIONS**

SECTION 314	VEHICLE PURSUITS
SECTION 334	PUBLIC ALERTS
SECTION 416	RESPONSE TO BOMB CALLS
SECTION 802	COMMUNICATION OPERATIONS
SECTION 803	RED CHANNEL