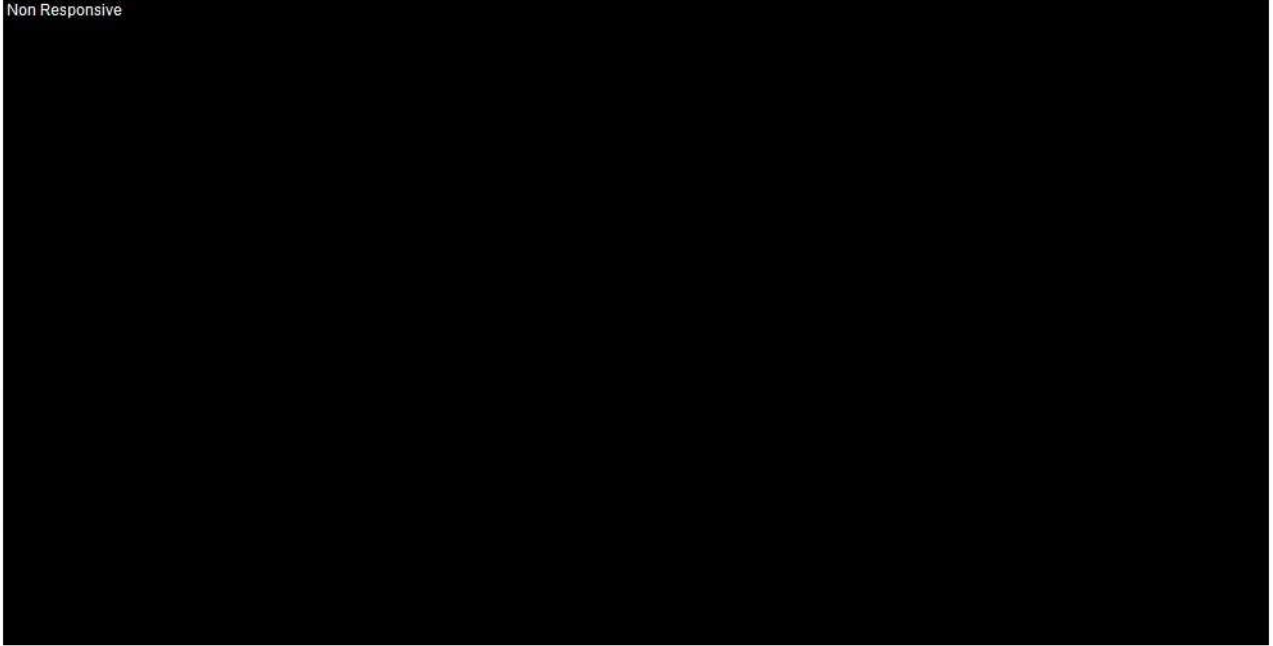


Non Responsive



2 RADIO TRANSMISSIONS

Original Implementation Date	2005	Approved by	N/A
Date of Last Revision	February 6, 2017	Approved by	Kathleen Patterson
Effective Date of Last Revision	February 6, 2017	Approved by	Chief Jean-Michel Blais

1 - Policy Name

Radio Transmissions

2 - Purpose

To ensure the proper policies and procedures relating to radio transmissions and the proper use of language and equipment associated to radio transmissions are provided to members of Halifax Regional Police.

3 - Objectives

To ensure proper radio transmissions are taking place between HRP personnel using or communicating with those who are using radio communication devices.

4 - Scope

This policy pertains to all Halifax Regional Police personnel using or communicating with those who are using radio communication devices.

5 - Definitions

In the context of this document:

- 5.1 **The base/mobile radio means:** an alternate radio system to the console and is used to monitor TMR2 and the back- up system in the event of a console failure, fail soft situation or compete TMR2 failure. There is a base/mobile radio located at each dispatch position at both 21 Mount Hope Ave. Dartmouth and 15 Convoy Run Bedford.
- 5.2 **Motorola Radio Number means:** The 5-digit radio number. The first two numbers in the sequence are 4 and 0 which have been assigned by Motorola. The 5 digit radio number will be the number logged onto the CAD system (e.g. portable 40100).
- 5.3 **Alias Number means:** The 5-digit portable number assigned to the radio by HRP.
- 5.4 **HRP Portable Radio Number means:** the alias 5-digit number assigned by HRP. For simplification the radio will be logged onto the CAD system using the last 3 digits (e.g. portable 100).
- 5.5 **Call Alert means:** The ability of IES to get an officers attention on the mobile or portable radios by way of an audible signal (e.g. beeping over the radio).

6 – Policy Regulations

- 6.1 All Code 1 calls and their supplementary communications shall be voice-dispatched.
- 6.2 Under normal circumstances, all Code 2 calls shall be dispatched via the CAD system, however discretion shall be given to IES personnel to voice dispatch a call depending on its severity, when officer safety issues may exist or when beat officers should be aware of the call.
- 6.3 Under normal circumstances, all Code 3 calls shall be dispatched via the CAD system, however IES personnel are given discretion to support the call via voice dispatch when officer safety issues exist or when beat officers should be aware of the call.
- 6.4 Lengthy or unnecessary transmissions shall not be made via radio transmission and shall be provided using an alternate channel or other method of communication (i.e., via MDT or telephone).
- 6.5 Non-urgent transmissions between patrol units are permitted provided authorization is obtained from the dispatcher to use an alternate channel. All such transmissions shall be kept to a minimum and relate to police matters only.
- 6.6 Under no circumstance shall personnel make any references to available manpower via radio communication.

** Note: This refers to the number of officers on shift and not to the requesting of back-up.
- 6.7 All personnel are to make use of radio communications in a professional manner using the proper call sign for the vehicle or portable radio involved.

- 6.8 When calling a police radio unit, the dispatcher shall transmit "Dispatch + division designation (W,E,C) + division zone (1, 2, 3) + zone number (A, B, C)" (i.e., Dispatch West 4 Alpha).
- 6.9 Upon being called, police personnel shall respond by transmitting, "division designation (W, E, C) + division zone (1, 2, 3) + zone number (A, B, C)" (i.e. West 4 Alpha).
- 6.10 A police unit calling dispatch shall transmit "division designation (W, E, C) + division zone (1, 2, 3) + zone number (A, B, C) + dispatch", (i.e., "Central 2 Alpha Dispatch).
- 6.11 A police unit calling another police unit shall be made using the following example structure: "Portable 149 to Central 2 Alpha". The receiving unit shall respond using the following structure: "Central 2 Alpha to Port 149, Go ahead".
- 6.12 If clarification or further instruction is needed from dispatch to clarify any ambiguity or vague direction, the information shall be transmitted on an alternate channel.
- 6.13 When Dispatch calls all units, patrol units in operation at that time shall acknowledge the initial call by reporting their division designation (W,E,C) + division zone (1,2,3) + zone number (A,B,C)" (i.e., Central 2 Alpha).
- 6.14 When Operational Support units are logged on they shall advise the dispatcher as their status changes. Operational Support units are assigned to the general HRP coverage however they should not be suggested for calls. If an emergency situation occurs or operational needs arise, Operational Support units can be transferred to a division for control purposes using the Control function.
- 6.15 When it is noted by a dispatcher that the primary channel is about to fail, s/he will immediately broadcast that all units shall switch to another open channel.
- 6.16 At the beginning of each shift dispatchers shall check the base/mobile radio located at each dispatch position and ensure that it is in proper working order and is tuned to the site trunking talk-group associated to their zone. The radios may then be shut down unless required. See SYSTEM FAILURES POLICY.
- ** Note:** Recognition must be given to the limitations of the base/mobile radio. There is no patch feature, multi-select feature, ability to Call Alert a portable, or radio alias identifier displayed. Also, headsets cannot be worn in combination with this radio.

7 – Roles and Responsibilities

7.1 Police Officers and other radio users (if applicable) shall:

1. Speak in a normal tone of voice and maintain a professional demeanor at all times.
2. Use conversational language & voice rather than radio codes during critical incidents.
3. When signing on, advise the Dispatcher of the unit identification and the officers assigned to the mobile radio so the information can be added to the CAD System. This information can be provided via MDT, telephone or radio.
4. If issued portable radios:
 - a. Ensure the radio is worn at all times while on duty, whether in or out of the vehicle.

- b. Maintain contact with the dispatcher at all times while on patrol.
 - c. Ensure no unauthorized persons have use of the radio, except in situations where the officer is not capable of calling for assistance and a member of the public is required to do so.
5. Police officers shall not:
- a. Enter into any discussion concerning instructions or assignments beyond what is necessary to ensure correct understanding of the message.
 - b. Transmit on an alternate channel unless he/she has received the permission of the dispatcher to do so.

**** Note:** The media, government agencies or the public have the ability to monitor non-encrypted channels. For clarification of which channels are encrypted, please refer to the fleet map contained in the RADIO EQUIPMENT AND TALK GROUPS policy.

7.2 Special Constables/non-sworn staff/volunteers shall:

- 1. Speak in a normal tone of voice and maintain a professional demeanor at all times.
- 2. Advise the dispatcher of the unit identification and the officers assigned to the radio so the information can be added to the CAD System.

7.3 Dispatchers / Call Takers / Report Takers shall:

- 1. Speak in a normal tone of voice and maintain a professional demeanor at all times.
- 2. Immediately direct all messages to the intended recipient of the message if that person is engaged in active duty. If a staff member is unavailable to receive a message, the person taking the message shall, if not a report taker, transfer the call to a duty report taker at 490-5016 who shall then send the message to the intended recipient via email before the end of the shift.

8 - Repeal

N/A

9 - Effective Date

This policy will come into effect on March 25, 2015

10 - Related Policies and Practices

- 10.1 Operations, Chapter 2, section 2, subsection 2.1 Use of Brevity Code and Phonetic Alphabet
- 10.2 Operations, Chapter 2, section 2, subsection 2.2 Response to Messages
- 10.3 Operations, Chapter 2, section 2, subsection 2.3 Radio Talk Groups
- 10.4 Operations, Chapter 2, section 2, subsection 2.4 Use of Radio Equipment
- 10.5 Operations, Chapter 2, section 2, subsection 2.5 Unit Designations
- 10.6 Operations, Chapter 2, section 2, subsection 2.6 CPIC Transactions
- 10.7 Operations, Chapter 2, section 2, subsection 2.7 CAD Functions

- 10.8 Operations, Chapter 2, section 2, subsection 2.8 Emergency Call Button
- 10.9 Operations, Chapter 2, section 2, subsection 2.9 Maintaining Contact with Dispatch
- 10.10 Operations, Chapter 2, section 2, subsection 2.10 CAD Hazards
- 10.11 Operations, Chapter 2, section 2, subsection 2.11 TMR2 System Failures
- 10.12 Operations, Chapter 2, section 2, subsection 2.12 Digital Vehicle Repeater System
- 10.13 Operations, Chapter 2, section 3, subsection 2.13 F6 CAD Function For Processing 911 Calls
- 10.14 Operations, Chapter 2, Appendix C: Portable Radio Alias Inventory

11 - Policy Review

This policy shall be reviewed by March 25, 2017

12 - Contact

Any questions or additional information about this policy shall be directed to the Policy Advisor and/or the Executive Officer.

13 – Attachments

Appendix C: Portable Radio Alias Inventory

Non Responsive

