

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 11/30/2012	Supersedes Policy Dated: 06/30/2012	Rescinds:	SOG Number:
Accreditation Index: 81.2.4			301.1
Part Title: Support Services		Chapter Title: Communications	
Chief of Police:			

Radio Number Assignments

I Policy

The Springfield Police Department hereby establishes a policy of radio number assignment.

II Definitions

III Procedure

1 RESPONSIBILITIES

- 1.1 Each supervisor is responsible for ensuring that radio numbers are assigned as per the following guidelines whenever a subordinate will be using a police radio. (CALEA 81.2.4(a))
- 1.2 Supervisors shall be responsible for notification of Communications personnel to provide necessary information whenever there is a deviation from the normal assignments of radio numbers. (CALEA 81.2.4(a))
- 1.3 All employees will utilize the appropriate assigned radio call numbers in the performance of their duties when such duties require the use of the police radio. Except in extreme cases, the use of personal names will be avoided.

2 NUMBER ASSIGNMENTS – GENERAL (CALEA 81.2.4(c))

- 2.1 Series of Number Assignments - Each section has been assigned a specific series or subseries of numbers to identify its field units. A supervisor is indicated by the use of a zero in the last position of the radio number (the only exceptions being

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certain units in the administration category.)¹

- 1 – 29 Administration
- 30 – 99 ISSB
- 100 – 459 Uniform Operations
- 460 – 499 Special Operations
- 500 – 599 Traffic Section
- 700 – 799 Community Services
- 800 – 899 Support Services/Training
- 900 – 999 Criminal Investigations

2.2 Special Identifiers - Radio numbers may be modified in some instances to show special status of the unit. The special unit identifier shall be inserted between the first and second digit of the radio number.²

- 2.2.1 "A" (Adam) - Designates that the unit is a two officer unit.
- 2.2.2 "B" (Baker) - Designates that the unit is a bicycle unit.
- 2.2.3 "C" (Charles) - Designates that the unit has a Police Chaplain as a rider.
- 2.2.4 "F" (Frank) - Designates that the unit has two officers, one of which is in training.
- 2.2.5 "H" (Hotel) - Designates that the officer is a hostage negotiator.
 - 2.2.5(a) Hotel 1 - Primary Hostage Negotiator.
 - 2.2.5(b) Hotel 2, 3, etc. - Secondary Hostage Negotiators.
- 2.2.6 "K" (King) - Designates canine unit.
- 2.2.7 "O" (Ocean) - Designates an off-duty officer. The designator shall be inserted between the first and second digits of the officer's serial number.
 - 2.2.7(a) *Examples:*
 - 2.2.7(a.1) A two man unit assigned to beat 14 on first watch: 1A14 (One - Adam - Fourteen)
 - 2.2.7(a.2) An off-duty officer with DSN# 444: 4O44 (Four - Ocean - Forty-four)
- 2.2.8 "T" (Tom) – Designates that the unit is participating in either academy or in-service training.

3 SPECIFIC NUMBER ASSIGNMENTS

3.1 The list of radio numbers shall be maintained and updated by the Uniform

1 Section 2.1 revised Series of Number Assignments, per Policy Change Order 12-097, Effective Date 11/30/2012.

2 Section 2.2 typographical correction, per Policy Change Order 12-097, Effective Date 11/30/2012.

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Operations Bureau Commander or his designee. This list shall be available at the following location on the N:/drive.

3.1.1 N:\UOB\RADIO NUMBERS ³

IV Attachments

³ Section 3.1.1 revised, per Policy Change Order 12-097, Effective Date 11/30/2012.