

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 10/06/2015	Supersedes Policy Dated: 03/31/2013	Rescinds:	SOG Number: 301.2
Accreditation Index: 81.2.2, 81.2.4			
Part Title: Support Services		Chapter Title: Communications	
Chief of Police:			

800 Mhz Radio System Administration & General Radio Procedures

I Policy

The 800 Mhz Radio Communications system includes 7 tower sites in Greene County and 18 channels. It is a joint partnership of the City of Springfield, City Utilities, and Greene County.

It is the policy of this Police Department that members providing or requesting information on this system use clear, concise word text descriptions. Any exceptions to this general rule are contained in this procedure. Clear text transmissions involve the use of standard American English with appropriate police terminology.

II Definitions

CAD- Computer Assisted Dispatch system

III Procedure ¹

1 RADIO SYSTEM STRUCTURE

1.1 Police personnel shall utilize the structure for the purposes as described below. Misuse may result in disciplinary action.

1.2 Not all radios are programmed identically. Talk group authorizations vary depending on "radio profile" and programming as determined by officers' needs and assignment.

¹ Procedures changed to Procedure, per Policy Change Order 15-055.

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- 1.3 The radio system is organized into the following law enforcement related talk groups:
 - 1.3.1 South District Police Operations
 - 1.3.1(a) Talk Group A1 (Radio Display: SPDZn1)
 - 1.3.2 North District Police Operations
 - 1.3.2(a) Talk Group A2 (Radio Display: SPDZn2)
 - 1.3.3 Administrative
 - 1.3.3(a) Talk Group A3 (Radio Display: SPDZn3)
 - 1.3.4 Tactical
 - 1.3.4(a) Used for extended operations (hostage/barricade, building searches, major event traffic control) requiring supervisory and/or dispatch monitoring. The supervisor will contact dispatch to request an available channel. The supervisor will then advise officers involved to switch to the tactical channel selected.
 - 1.3.4(a.1) TAC 1- Talk Group A4 (Radio Display SPTac1)
 - 1.3.4(a.2) TAC 2- Talk Group A5 (Radio Display SpTac2)
 - 1.3.4(a.3) TAC 3- Talk Group A6 (Radio Display SpTac3)
 - 1.3.4(a.4) TAC 4- Talk Group A7 (Radio Display SpTac4)
 - 1.3.5 Field Supervisor Channel
 - 1.3.5(a) Talk Group A8 (Radio Display SPD Spv)
 - 1.3.5(b) A8 on SPD Narcotics Officers radios is the talk group for Greene County Drug Enforcement Unit (DEU).
 - 1.3.6 Commanders Channel
 - 1.3.6(a) Talk Group A9 (Radio Display Command)
 - 1.3.6(b) A9 on SPD Narcotics Supervisor's radios is the talk group for Greene County DEU.
 - 1.3.7 Special Response Team (Encrypted)
 - 1.3.7(a) Talk Group A10 (Radio Display SRT)
 - 1.3.7(b) Talk Group A14 Analog Channel (Radio Display CSU)
 - 1.3.8 Special Investigations Section
 - 1.3.8(a) Talk Group A11 (Radio Display OCV)
 - 1.3.8(b) Narcotics Unit – Talk Group A12 (Radio Display NARC)

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- 1.3.9 Persons and Property Section
 - 1.3.9(a) Talk Group A13- (Radio Display DETECT)
- 1.3.10 SPD Special Operations
 - 1.3.10(a) Talk Group A15 (Radio Display SpeOps)
- 1.3.11 SPD Common
 - 1.3.11(a) Talk Group A16 (Radio Display SPGFLD)
- 1.3.12 County-Wide Communications (CALEA 81.2.4(d))
 - 1.3.12(a) The “B” channels are common and available to all radio units (City, County, and CU) using the 800 Mhz Radio system. If a county wide channel is needed for an event; dispatch should be involved in the selection of the channel. This is to avoid multiple events being switched to one channel by mistake.
 - 1.3.12(a.1) County-wide Communications
 - 1.3.12(a.1.1) Talk Group B1 CWCAll
 - 1.3.12(a.2) County-wide TAC 1
 - 1.3.12(a.2.1) Talk Group B2 CWTac1
 - 1.3.12(a.3) County-wide TAC 2
 - 1.3.12(a.3.1) Talk Group B3 CWTac2
 - 1.3.12(a.4) County-wide TAC 3
 - 1.3.12(a.4.1) Talk Group B4 CWTac3
 - 1.3.12(a.5) County-wide TAC 4
 - 1.3.12(a.5.1) Talk Group B5 CWTac4
 - 1.3.12(a.6) County-wide TAC 5
 - 1.3.12(a.6.1) Talk Group B6 CWTac5
 - 1.3.12(a.7) County-wide TAC 6
 - 1.3.12(a.7.1) Talk Group B7 CWTac6
 - 1.3.12(a.8) County-wide TAC 7
 - 1.3.12(a.8.1) Talk Group B8 CWTac7
 - 1.3.12(a.9) County-wide TAC 8

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- 1.3.12(a.9.1) Talk Group B9
CWTac8
- 1.3.12(a.10) County-wide Disaster/National Mutual
Aid Allows contact with agencies that
are outside the 800 Mhz. Radio system
but who monitor the National Mutual
Aid system.
 - 1.3.12(a.10.1) Talk Group B10 ICall
- 1.3.12(a.11) Disaster TAC1
 - 1.3.12(a.11.1) Talk Group B11 ITac1
- 1.3.12(a.12) Disaster TAC2
 - 1.3.12(a.12.1) Talk Group B12 ITac2
- 1.3.12(a.13) Disaster TAC3
 - 1.3.12(a.13.1) Talk Group B13 ITac3
- 1.3.12(a.14) Disaster TAC4
 - 1.3.12(a.14.1) Talk Group B14 ITac4
- 1.3.12(a.15) Weather Net
 - 1.3.12(a.15.1) Talk Group B15 WxNet
- 1.3.12(a.16) Dynamic Regrouping Channel
 - 1.3.12(a.16.1) Talk Group B16 Re-
Grp
- 1.3.13 SPD Police Talk Groups
 - 1.3.13(a) Talk Group C1 SPDTk1
 - 1.3.13(b) Talk Group C2 SPDTk2
 - 1.3.13(c) Talk Group C3 SPDTk3
 - 1.3.13(d) Radio to Radio (Point to Point)
 - 1.3.13(d.1) Talk Group C13 SPDTA1
 - 1.3.13(e) Radio to Radio (Point to Point)
 - 1.3.13(e.1) Talk Group C14 SPDTA2
- 1.3.14 Greene County Sheriff's Department (CALEA 81.2.4(d))
 - 1.3.14(a) Patrol 1 Talk Group C4 GCPat1
 - 1.3.14(b) Patrol 2 Talk Group C5 GCPat2
 - 1.3.14(c) County-wide Patrol Talk Group C6 GCWide
- 1.3.15 Springfield Fire Department (CALEA 81.2.4(d))
 - 1.3.15(a) Talk Group C7 SFOps1
 - 1.3.15(b) Talk Group C8 SFOps2
 - 1.3.15(c) Talk Group C9 SFOps3

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- 1.3.15(d) Talk Group C10 SFOps4
- 1.3.16 Animal Control (CALEA 81.2.4(d))
 - 1.3.16(a) Talk Group C15 ACMain
- 1.3.17 Springfield Emergency Channel
 - 1.3.17(a) Talk Group C16 SPEMER

2 RADIO DISCIPLINE (CALEA 81.2.4(a))

- 2.1 Voice Tone
 - 2.1.1 Normal (unexcited) tone, clear, and steady.
- 2.2 Courtesy
 - 2.2.1 Employees shall avoid the use of slang, discourteous or argumentative language over the radio.
 - 2.2.2 Personal names and unofficial code numbers shall not be used.
- 2.3 Brevity
 - 2.3.1 Transmissions are to be kept as brief and concise as possible;
 - 2.3.2 Only necessary police information shall be broadcast.
- 2.4 Attention to Radio
 - 2.4.1 Officers shall pay attention to radio traffic on their assigned talk group;
 - 2.4.2 Repetition of dispatched information should be avoided;
- 2.5 Unauthorized codes (Section 4, Radio Codes) shall not be used on the radio system.

3 RADIO PROCEDURES

- 3.1 All radio communications will be conducted in accordance with Federal Communications Commission (FCC) regulations and requirements. All procedures set forth in this directive should be construed to comply with FCC regulations. Should this directive conflict with FCC regulations, those regulations will supersede this directive. (CALEA 81.2.4(a))
- 3.2 Patrol and Traffic Units will advise Radio Dispatch prior to changing from one talk group to another. Switch positions A1 and A2 are designated for routine operations for Patrol and Traffic officers.
- 3.3 “Talk around” Talk Groups (SPDTA1 and SPDTA2) are not received nor “repeated” by the radio system.
 - 3.3.1 Use SPDTA1 Talk Group when radios cannot make contact with the system in order to establish contact with other units.
 - 3.3.2 Use SPDTA2 Talk Group primarily for academy or in-service training.

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- [REDACTED]
- [REDACTED]
- 3.8 Routine Dispatching
- 3.8.1 Routine dispatching of assignments will include the following elements:
- 3.8.1(a) Unit Assignments
- 3.8.1(b) Nature of Call (clear description- burglary, disturbance, etc.) and Time Call Received if extended queue delay.
- 3.8.1(c) Location- identify business by name, if appropriate
- 3.8.2 Primary Officer
- 3.8.2(a) Also reporting officer- normally the officer assigned to the beat where the call is located.
- 3.8.2(b) Responsible for the call and in charge.
- 3.8.2(c) First unit called will be the primary, unless the dispatcher is otherwise notified.
- 3.8.3 Backup Officer
- 3.8.3(a) Dispatch will assign backup units as soon as assistance is available. Single units assigned to calls requiring backup should use appropriate discretion in approaching the scene.
- 3.9 Computer Assisted Dispatch System (CALEA 81.2.4(e))
- 3.9.1 The CAD system makes recommendations as to the number of officers to assign to a particular type of call and as to whether a supervisor should respond to the incident.
- 3.9.2 Dispatchers shall follow these recommendations.
- 3.9.3 Criteria for these recommendations is based upon the following elements:
- 3.9.3(a) Crimes in progress;
- 3.9.3(b) Life threatening situations;
- 3.9.3(c) Potential for violence;
- 3.9.3(d) More than two (2) officers at scene;
- 3.9.4 CAD also uses Automatic Vehicle Locator (AVL) capabilities to recommend the closest in-service unit(s) to a call. See [SOG 301.3, Prioritization of Calls for Service](#) Sec. 3.1.1
- 3.9.5 Officers when called by the dispatcher shall respond by radio assignment number and location.
- 3.9.5(a) Example: “213, Kansas and Grand”

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- 7.1 Code 3 Response- “Immediate response” or urgent “Priority 1” call is not to be construed to mean Code 3 response is necessary, although that may be the recommended response.
- 7.2 Patrol field officers have been provided with portable radios to keep them aware of radio communications, even though they may be out of service. (CALEA 81.2.4(a))
 - 7.2.1 It is their responsibility to respond if they can be available for a high priority call for service and the situation in which they are involved no longer requires their presence.
- 7.3 Officers shall advise the dispatcher when they are out of service, e.g. arrival on call, traffic stop, check out a person, on break. Dispatcher shall make entry “out of service” in CAD system. (CALEA 81.2.4(a) and 81.2.4(b))
- 7.4 Response by Other Units- It is the responsibility of traffic, detective and/or other units in the field that are in service to respond when a unit is needed for a high priority call . (CALEA 81.2.4(a))
- 7.5 In the event that an officer cannot make contact with an interacting agency, the officer shall notify the dispatcher who will then relay information.
- 7.6 Springfield Police Department radio unit identification shall be in accordance with [SOG 301.1, Radio Number Assignments](#).

8 RADIO SYSTEM ADMINISTRATION

- 8.1 The Police Systems Coordinator is the designated liaison and SPD manager of 800 Mhz. Radio System issues.
- 8.2 Requests for changes to talk groups must be made in writing and approved by the affected Bureau Commander.
- 8.3 SPD command officers may not independently authorize changes to the radio talk group structure.
 - 8.3.1 Approval of the Police Systems Coordinator is required;
 - 8.3.2 Further review and approval may be required by the Trunked Radio System User Group and the Trunked Radio System Board.

IV Attachments