



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff
R. Jay Fisher**

General Order

Subject: Radio Communications	Effective Date 07/29/10	Number B-7
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Purpose:

To establish radio communication procedures that are in conjunction and compliance with Baltimore County and FCC policies.

Contents:

- I. Policy**
- II. General**
- III. Transportation**
- IV. Road**
- V. Court**

I. Policy

It is the policy of the Baltimore County Sheriff's Office to ensure that its members are instructed in the proper and professional use of the county radio system.

II. General

- A.** All radio communications shall be done in an accurate, brief, and concise manner. Radio communication will adhere to FCC standards. Casual, profane, and superfluous transmissions are prohibited.
- B.** Members must use military time, the designated phonetic alphabet, and ten codes when transmitting. Members will identify themselves with the prefix "S", followed by his/her unit number.
- C.** A member must maintain constant radio contact during his/her tour of duty. (Exception: During a bomb threat, members within 500 feet of a suspected bomb must turn off all electronic devices until the area is deemed safe).
- D.** Members will check his/her radio periodically throughout the shift to ensure he/she is on the correct channel and the radio is functioning.
- E.** In the event that radio communication is disabled, Sheriff's Office members will meet in the Roll-Call Room and await instruction from his/her supervisor. Members on the road shall contact the Desk Sergeant via telephone for instructions.

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- F.** In critical incidences, the police, Sheriff's Office, and fire department may communicate together on a specific channel. This will be the fire and police channel, dial #13A on the radio.
- G.** If a member is in an emergency situation, he/she may use the orange emergency button on his/her radio. Regardless of channel, the dispatcher will receive a signal when this button is activated. The dispatcher will come to the member's channel, and immediately try to confirm the member's emergency status. If the member does not immediately cancel his/her emergency status, the dispatcher will transmit a Signal 13 (officer in distress) call to all members and local precincts. The Signal 13 will only be cancelled when a member or appropriate officer cancels the emergency status. The member in question will then be required to hold the orange button down 5 seconds until the emergency button is reset. In the event that holding the button down does not reset same, the member is to turn his/her radio off and then back on to reset the emergency button.
- H.** Members are prohibited from arguing with, or censuring, the Emergency Communications Dispatcher or other units on the air. All complaints are to be made in writing, on an Administrative Report 125, and forwarded to the member's supervisor. Complaints will be handled by command.

III. Transportation

- A.** Transportation Deputies will maintain radio communication on the court channel, dial #2A.
- B.** If a member is transporting a prisoner and encounters a disabled vehicle or minor accident, he/she should switch to the proper channel and notify the dispatcher. If the incident is outside Baltimore County the member will transmit the information to the Desk Sergeant via the court channel or telephone. The Desk Sergeant will relay the information to the appropriate authorities.
- C.** In the event of an emergency, the member must relay the emergency information to the dispatcher in his/her respective location. If the member is out of Baltimore County, and cannot communicate with the area dispatcher, he/she may advise the Desk Sergeant of the situation. The member shall remain on scene and render aid until the appropriate authorities are on the scene. Although members are obligated to render aid in an emergency, the member must maintain control of his/her prisoner(s). The member's primary function remains prisoner security. If the emergency is a medical emergency, he/she must include the following information:
 - 1.** His/her present location
 - 2.** The nature of medical emergency if discernable (i.e. personal injury accident, possible cardiac arrest, seizure, etc.)
 - 3.** The approximate age of the sick/injured subject
 - 4.** The gender of the sick/injured subject
 - 5.** Tag numbers and descriptions of any vehicles involved

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IV. Road

- A.** Members in the Road Squads will communicate with each other via the road channel, dial #1A. When a member enters his/her service area, he/she will operate on the channel of his/her respective precinct. (See Appendix 1).
- B.** A member may also employ the “zig-zag” feature on his/her radio by turning the outer ring on the dial channel. A “zig-zag” symbol will be indicated in the channel window when the feature is activated. This feature will enable the member to remain on the appropriate precinct channel, but hear communications on the road channel. If a member wishes to transmit on the road channel, he/she must turn his/her dial back to the road channel, dial #1A. If the “zig-zag” feature is employed while the radio is on the court or road channel the radio will link to the Towson Precinct channel.
- C.** Members are responsible for monitoring the radio channel in his/her respective area. Members must be aware if an emergency situation occurs.
- D.** Upon arrival in his/her assigned area the member will advise the appropriate dispatcher that he/she is in service (10-41). Once a member is logged on to his/her respective channel, the area dispatcher is responsible for monitoring the status of the member. For this reason, members will update his/her locations as they change, notify the dispatcher if he/she is switching talk groups, notify when he/she returns to a talk group, and notify the dispatcher if leaving or returning to the county.
- E.** When logging on in a specific area, the member will ensure that the air is clear to transmit, identify him/herself via his/her S-Unit number, and advise the dispatcher of his/her identification number.
- F.** Unless the channel is restricted by 10-3 or other critical communications, the member will notify the dispatcher whenever he/she arrives at a location to serve paperwork.
- G.** A member shall respond to a Signal 13 in his/her vicinity. A member may use his/her discretion in responding to any other emergency call. The member will be obligated to notify the dispatcher of when he/she is clear of the call.
- H.** If a member switches to an area TAC channel, the member will switch the radio to one dial number lower, and switch the toggle switch to letter “B”. When the member switches back to his/her area channel, he/she must advise the dispatcher that he/she has returned to the channel.
- I.** At the end of each tour of duty, the member must advise the dispatcher that he/she is 10-42, and asked to be logged off.

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V. Court

- A.** Court Deputies and Security Officers will operate on the court channel, dial #2A.
- B.** Court Deputies' radios will remain on while in court. Volume will be turned down to a level comfortable for the member to hear, yet not loud enough to be disruptive to the court. If a judge orders radios turned off in his or her courtroom, the member is to comply. The member shall submit an Administrative Report 125 to the Desk Sergeant detailing the incident at the conclusion of court.
- C.** Members are responsible for monitoring the radio and maintaining radio communication. If an emergency situation arises within the courthouse, and a member requires assistance, the member must, at minimum, transmit his/her call number, the location and the nature of the emergency.
- D.** When assistance arrives, the back-up members will cancel other units as soon as the situation is under control.
- E.** If a member encounters a medical emergency, he/she must change the radio to the Towson channel, dial #6A and advise the dispatcher of the medical emergency. The member must concisely provide the following information:
 - 1.** His/her present location
 - 2.** The nature of medical emergency if discernable (i.e. possible cardiac arrest, seizure, type of injury, etc)
 - 3.** The approximate age of the sick/injured subject
 - 4.** The gender of the sick/injured subject
- F.** The dispatcher or a responding medical unit may ask the priority of the patient. In this situation, the member shall, to the best of his/her ability, classify the injury as follows:

Priority 1: Imminent life threatening injury (such as arterial bleeding, choking, cardiac arrest).

Priority 2: Serious injury such as head or neck injury, shock, etc.

Priority 3: Non-life threatening injury.

Priority 4: Deceased

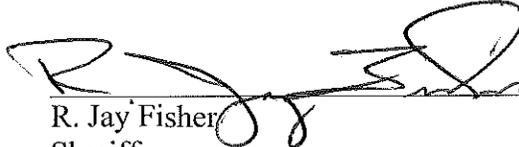
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Rescissions

Remove from manuals/files and rescind:
General Order 4.6.1, Agency Communication Procedures

Distribution

All Members



R. Jay Fisher
Sheriff

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Appendix 1**

Radio Channels

Precinct	Hand Held Dial Number**	Vehicle Dial Number *	Talk Group Channel
Sheriff/Road	1A	1A	125
Sheriff/Court	2A	1B	126
Wilkens	3A	2A	101
Woodlawn	4A	2B	102
Franklin	5A	2C	103
Pikesville	6A	2D	104
Towson	7A	2E	106
Cockeysville	8A	2F	107
Parkville	9A	3A	108
White Marsh	10A	3B	109
Essex	11A	3C	111
North Point	12A	3D	112
Fire and Police	13A	4A	99

* Vehicle Dial # 1C is Sheriff TAC channel and Dial # 4B is Towson TAC channel.

** Refer to **Section IV. Road, Subsection H** for instructions to access TAC channels on the handheld radios.

Phonetic Alphabet

A – Adam	J – John	S – Sam
B – Boy	K – King	T – Tom
C – Charles	L – Lincoln	U – Union
D – David	M – Mary	V – Victor
E – Edward	N – Nora	W – William
F – Frank	O – Ocean	X – X-Ray
G – George	P – Paul	Y – Young
H – Henry	Q – Queen	Z – Zebra
I – Ida	R – Robert	

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Appendix 2**

Ten Codes

10-0	Caution	10-36	Correct time	10-72	Report progress on fire
10-1	Unable to copy	10-37	Suspicious vehicle	10-73	Smoke report
10-2	Signal good	10-38	Stopping vehicle	10-74	Negative
10-3	Stop transmitting	10-39	Urgent/Use light/siren	10-75	In contact with...
10-4	OK/Yes	10-40	Silent/No light/siren	10-76	En route
10-5	Relay	10-41	Beginning tour of duty	10-77	ETA (est. time of arrival)
10-6	Busy/Unless urgent	10-42	Ending tour of duty	10-78	Need assistance
10-7	Out of service	10-43	Information	10-79	Notify coroner
10-8	In service	10-44	Permission to leave	10-80	Chase in progress
10-9	Repeat	10-45	Animal carcass at...	10-81	Breathalyzer report
10-10	Fight in progress	10-46	Assist motorist	10-82	Reserve lodging
10-11	Dog case	10-47	Emergency road repair	10-83	Work school crossing at...
10-12	Stand by	10-48	Traffic standard repair	10-84	If meeting, advise ETA
10-13	Weather/Road report	10-49	Traffic light out at...	10-85	Delayed due to...
10-14	Prowler	10-50	Accident * (F, PI, PD)	10-86	Officer/Operator on duty
10-15	Civil disturbance	10-51	Wrecker needed	10-87	Pickup/Distribute checks
10-16	Domestic problem	10-52	Ambulance needed	10-88	Present telephone number
10-17	Meet complainant	10-53	Road blocked at...	10-89	Bomb threat
10-18	Quickly	10-54	Livestock on roadway	10-90	Bank alarm at...
10-19	Return to...	10-55	Intoxicated driver	10-91	Pickup prisoner/subject
10-20	Location	10-56	Intoxicated pedestrian	10-92	Improperly parked vehicle
10-21	Call, by telephone	10-57	Hit and run (F, PI, PD)	10-93	Blockade
10-22	Disregard	10-58	Direct traffic	10-94	Drag racing
10-23	Arrived at scene	10-59	Convoy/escort	10-95	Prisoner/Subject in custody
10-24	Assign. Completed	10-60	Squad in vicinity	10-96	Mental subject
10-25	Report in pers./Meet	10-61	Personnel in area	10-97	Check/Test radio signal
10-26	Detaining subj./Expedite	10-62	Reply to message	10-98	Prison/Jailbreak
10-27	Driver's license info.	10-63	Prepare written copy	10-99	Wanted/Stolen indicated
10-28	Vehicle registr. info.	10-64	Message for local delivery		
10-29	Check for wanted	10-65	Net message assignment		
10-30	Unnecess. use of radio	10-66	Message cancellation		
10-31	Crime in progress	10-67	Clear for next message		
10-32	Man with gun	10-68	Dispatch information		
10-33	Emergency/Signal 13	10-69	Message received		
10-34	Riot	10-70	Fire alarm		
10-35	Major crime alert	10-71	Advise nature of fire		

* F- Fatal, PI- Personal Injury, PD- Property Damage