

PATROL RADIO COMMUNICATIONS

STANDARD NO(S)

NYSLEAP 55.3 & 55.4

DATE:

May 7, 2009

REFER TO:

Michael Schell

I. OBJECTIVE:

To establish procedures for the conduct of communications by two-way radio between members of the SCSO and the Seneca County E-911 Emergency Communications Department, hereinafter referred to as the E-911 Center.

II. POLICY:

Modern police work requires that each on-duty officer have at one's immediate disposal the necessary equipment to insure clear and reliable communication with the E-911 Emergency Communications Department and with other officers with whom one may be working. To this end, each SCSO member assigned to the law enforcement function has access to both a mobile radio for use while in a vehicle, and to a portable transceiver for use when outside of the vehicle.

III. DETAILS:

A. All full time SCSO members assigned to the Law Enforcement Division, including those of supervisory rank, are provided with both mobile and portable radio communications; the latter in the form of a battery-operated transceiver. Battery chargers are available and it is expected that the transceiver battery will be fully charged prior to each tour of duty. Part-Time members will obtain portable radios, located in the deputies' room at the LEC after signing the appropriate portable radio sign out form at the beginning and end of their tour of duty with the corresponding portable number.

B. Patrol radio equipment is designed to operate through the appropriate radio tower without adjustment or selection by the user.

C. Members will use proper radio procedures at all times, in accordance with the training provided in this subject at Basic School and later in the activity "Supervised Field Training." Good radio discipline and the courteous use of the system insure efficient, accurate and rapid communications. Radio transmissions, whether to the Communications Center, car-to-car, or to portable transceivers, are to be made in "plain English" in a professional and concise manner. Accuracy and clarity of speech are essential to good communication. Cutting in or interrupting a transmission in progress is not only discourteous, but could result in the loss of vital information. If

possible, confidential information should be conveyed by telephone, bearing in mind that cellular telephones are radio devices and afford no privacy.

D. Members will maintain their assigned portable transceivers in good working order. It is the responsibility of each member to notify the supervisor of the need for any repair, adjustment or modification. The Road Patrol Lieutenant or his designee will make the necessary arrangements for its delivery to the repair facility.

E. Members are required to have their portable transceivers switched on whenever on-duty and away from their patrol vehicle, unless the member is engaged in an activity, the nature of which demands radio silence to insure the member's safety or to prevent disruption of the member's objective; in which case the member should give prior notice to the Seneca County E-911 Center, if possible.

F. SCSO members assigned to the Road Patrol Division are required to contact the Seneca County E-911 Center at the following intervals:

1. At the start of the tour of duty;
2. Upon arrival at the office;
3. Upon arrival at the scene of an incident;
4. Upon completion of an assignment;
5. At the beginning of a vehicle or pedestrian stop and thereafter as additional identifying information becomes available; and,
6. Whenever there is a change of member's status such as, in or out of patrol car, out of service for any reason, back in service, etc. When an officer's unit has been silent for a half hour, the Seneca County E-911 Center may be automatically prompted to make a status check.

G.SCSO members in the law enforcement division have various radio packages installed and programmed into their two way radios for the purpose of routine and emergency communications. For instance, programming enables SCSO members to communicate directly with the E-911 Center, to other SCSO members car to car, to interagency law enforcement agencies or to operate on various other or tactical channels reserved for use in special operations and details.

The day to day operational channel is referred to as the "main channel", whereas other frequencies make up various radio packages depending on the needs of the SCSO and its various components.

A common county-wide channel known as TAC-II is reserved and used exclusively for the conduct of special operations or details and serves as a secure additional operational frequency in the event the primary frequency (main channel) is being utilized for an in progress or emergency event.

Pursuant to the Seneca County Emergency Communications Department, E-911 Center, Official SOP # 5.4 issued 02/11/09 the following protocol will govern the use of TAC-II by SCSO members.

1. In the event that of an occurrence of serious or emergency event or if an officers safety could be compromised, the 9-1-1 Center will instruct all units including SCSO members to move day to day or routine radio traffic to and operate on the TAC II frequency. SCSO units, not involved in the serious or emergency event, will remain and conduct day to day or routine radio traffic on the TAC II frequency until being advised by the 9-1-1 Center that they may return to radio traffic on the primary radio frequency.

For all in progress and/or emergency complaints, where the officer requests radio silence, or the dispatcher taking the call feels officer safety could be compromised, it will be the policy of the E-911 Center to advise all units involved in the incident that transmissions of an emergency nature will remain on the main frequency. All other units will be advised to conduct day to day operations on the Tac II frequency until 911 is advised by the Officer in charge of the incident that the emergency is resolved.

The communication officer shall clear the channel by using an alert tone and announce that all units involved in the emergency remain on the main frequency, all other units move to the TAC II frequency. At this time, the Senior Dispatcher will designate one particular dispatcher to handle all transmissions and phone calls pertaining to the emergency while the day to day operations will continue to be handled by the remaining dispatchers.

When the incident has been resolved, an alert tone will be utilized and the 911 dispatcher will announce that the incident has been resolved and all transmissions are to return to the main frequency.

2. Preplanned use of the TACII frequency:

In addition, five (5) days prior to any scheduled event (BUNY Patrol, carnivals/fairs, parades, Farm Days, seat belt details, and etc) the officer in charge will notify the 911 Coordinator or the 911 Supervisor, in the coordinators absence, of this scheduled event, giving dates, times and locations. At the beginning of the scheduled event the 911 Center will put out an alert tone advising all units involved in the event to utilize TAC II and all other units to keep daily operations on the main frequency.

H. All SCSO personnel, including clerical employees, are assigned a unique three-digit number to be used for identification in radio communications as well as in the

computerized message system. These numbers are assigned by and changed only upon the authority of the Sheriff. The numbers are posted in the E-911 Center and are distributed to all personnel whenever updated. In the event a member is required to communicate using either a mobile or portable two way radio, the member will use one's own number for identification.

I. When interacting with other agencies in the SCSO delivery area, the procedures for communications shall be the same as outlined above.

J. Paragraph F (4) above notes the requirement to contact the E-911 Center at the completion of an assignment. All Road Patrol Members will advise the E-911 when they are clear and available for another assignment. All members should be run through the E-911 center to check for wants, driving privilege status or active orders of protection. Members will also notify the E-911 Center of warnings issued, what type and to whom, so other agencies can be made aware of these warning if they handle future complaints of the same nature.

K. Mobile Computers – Seneca County has provided laptop computers mounted in road patrol assigned Sheriff's vehicles. Regulations affecting the use of the mobile computer system will be strictly enforced.

1. Mobile Computers under the Sheriff's control are solely for authorized users conducting official business only. To protect the system from unauthorized use and to ensure the system is functioning properly, persons using Mobile Computers are subject to having the computer monitored and checked by supervisors or County IT personnel. It is clearly understood that anyone using a County owned laptop expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results to appropriate officials. Anyone authorized to use a County owned laptop acknowledges understanding and acceptance of the computer use policies of the Sheriff and the County of Seneca.

2. Procedures for use of Mobile Computers:

a. Absent exigent circumstances, off-duty use of County owned Laptops is prohibited.

b. Laptops may be left in the vehicle when the officer is off-duty, provided the vehicle is locked.

c. Laptops shall be removed from the vehicle prior to leaving the vehicle for scheduled maintenance or repair.

d. In the event the vehicle is disabled (accident or breakdown), the member or shift supervisor shall ensure that the laptop is removed and secured.

e. laptop and computer users shall apply county computer resources only to activities directly related to the operation and conduct of county government. There shall be neither sexually explicit, discriminatory nor any inappropriate language or pictures.

f. The laptop is the property of Seneca County and all uses are stored in the normal course of business and therefore may be subject to review and even subpoena.

g. No employee should have an expectation of privacy is the use of county computer equipment or software. Employee use of computer equipment and software will be monitored.

3. Use of eJusticeNY:

a. Users will abide by eJusticeNY rules. Dissemination of eJusticeNY data will be done in accordance with all existing policies.

b. All personnel will receive in-service training, eJusticeNY training and certification prior to using the ejusticeNY.