

PORTABLE RADIO COMMUNICATION

STANDARD NO(S):

NYSSA CS# 31

DATE:

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REFER TO:

Luke Laskoski

I. OBJECTIVE:

To insure that all officers have sufficient communication capabilities between themselves, other officers, and the E911 Center to provide for officer safety and effective security services for the Seneca County Courthouse.

II. POLICY:

It is the policy of the Seneca County Sheriff's Office to insure that all officers are either issued a portable radio, or at minimum, have access to a portable radio during all shifts.

III. DETAILS:

- A. All officers, upon reporting for duty at the courthouse, will sign out a portable radio for use during his/her shift. At the end of the shift, the radio will be signed back in. This will be done as long as there are portables available to be signed out. If the number of officers working at the time exceeds the number of radios available, radio assignments will be made based on the officer's assigned location ensuring adequate communications between all courts. Members will utilize their unique individual three digit call number assigned to them by the SCSO when making portable radio transmissions.
- B. All on-duty court security personnel shall properly carry the issued portable radio in the leather case, or on their duty belt. When a portable radio is not available for use, a notation of the fact shall be made to the Court Security Sergeant. All personnel shall be responsible for the proper care and use of the portable radios.
- C. **Care and Maintenance -**
 - 1. All portable radios will be accounted for at the beginning of each tour of duty by the Court Security Sergeant.
 - 2. Certain SCSO portable radios may be assigned to the individual member and will remain assigned to that individual regardless of change in assignment, unless otherwise re-assigned by the Court Security Sergeant. All portable

radios shall be charged on a regular basis to insure that they are operational at all times. All employees shall insure that these radios are available for use at all times.

3. All Court Security Officers shall use the proper radio procedures when transmitting over the air. Good radio discipline and courteous use of the system shall be maintained in order to insure efficient, accurate and rapid communications. The Magnetometer/X-ray screening station shall be identified as "Security" when a Court Security needs to contact them. Court Security Officers shall identify themselves either by badge number, or by rank and surname.

D. **Phrase words** – In order to maintain quality control a uniform method of communication will be used the following phrase words should be utilized:

<u>Phrase word:</u>	<u>Instead of:</u>
Status	Are you ok? Any problems?
Affirmative	Yes, Ok, all right, etc
Negative	No
Stand by	Stop, Hold on
Urgent	Quickly, fast
Enroute	Going to, has left
Disregard	Not necessary
Advise	Do you want, find out
Check	Call and see
Forward	Send
Obtain	Get
Unable	Can't, Cannot
Desire	Want, would like
Receiving poorly	You're coming in poorly
Repeat	Another unit covered you, say again, etc

Appropriate Phonetic Alphabet -

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

- E. **Emergency Communications** - In the event of any emergency situation occurring at the courthouse. The responding officer will contact the E911 Center and advise them of the emergency and make any requests (backup, EMS, Fire Dept, etc) necessary. At this point, the E911 Center will assume control of all emergency communications.