



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> Patrol Radio Procedures		<b>NO. OF PAGES:</b> 3
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan.1, 2009	<b>REVIEW DATE:</b> AS NEEDED
<b>General Order 042</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PROCEDURE:**

- I. All personnel are to listen to the radio and maintain proper radio communications at all time while on duty.
- II. All personnel must report to the dispatcher via radio every twenty minutes, or as often as their immediate supervisor requires, giving their location, and / or requesting new instructions.
- III. All personnel must report to the dispatcher via radio every parking lot and building checks, including drive thrus.
- IV. All patrol personnel must use their complete individual unit number when utilizing the police radio (Example UNIT 3P25)
- V. Personnel must sign on the radio at the beginning and ending of their shift.
  - A. Personnel must sign on utilizing the code “S.O.” meaning “serviced and operational”.
    1. Personnel are to S.O. at the beginning of their tour of duty regardless of status. If they are checking out at a location or starting a special assignment, they are to do so after going S.O. Such as UNIT 3P25 I will be S.O. and out at the station entering a report. This is to assist communications and the supervisors in keeping track of all “on duty units”.
  - B. Personnel must sign off on the radio utilizing the code “O.D.” meaning “off duty”.
    1. Personnel are not to sign off via public service, or by advising communications in person.
- VI. Responding to calls and traffic
  - A. Under normal conditions, all officers are to notify communications when responding to any call for service.
  - B. Under normal conditions all officers are to notify communications when making any type of vehicle stop.

VII. Personnel are to wait for the dispatcher's acknowledgment.

1. Personnel will wait for the dispatcher to acknowledge their radio transmission before continuing with further information.
1. Personnel advising the dispatcher of their intent to go out on traffic or to notify the dispatcher of an on view call will do so by including this information after their unit number. (Example UNIT 3P25 – Traffic). This will alert the dispatcher of what type of information to expect and to allow them time to record the information into the logbook.

VIII. Communication of radio traffic

- A. Communicate all actions in a clear and calm voice.
  1. Make sure that all messages are clear, short and precise. Make sure that you are understood and acknowledged.
- B. Repeat vital information such as locations, license plates, or important descriptions and wait for an acknowledgment from the dispatcher before leaving radio communications.
- C. When clearing calls, give short clear responses. In only certain situations is additional I information needed. Some of the most used responses are as follows:
  1. Alarms can be cleared as "False, human error, animal, weather". In certain situations you may need to advise the dispatcher if there is an animal loose in the building/home or if the back area is inaccessible. Make sure to keep short and to the point.
  2. Any call requiring an offense report is to be cleared simply "Report"
  3. Accident reports are to be cleared as "Accident Report", unless it is a DWI /FSGI or a severe accident in which an offense report is required.
  4. Arrest may be cleared as "Arrest Report"
  5. Traffic may be cleared as "Warning, Citation, or Clear Traffic". If the violator was extremely belligerent, the officer may request the dispatcher to log such.
  6. Other non-report calls may be cleared but not limited to one of the following ways, Information, Advised, Secured, Referred (Include Agency, Unit# or case number if possible), supplement report (Include Original Case Number), etc.

IX. TCIC / NCIC and DL Inquires

- A. When requesting specific information on subjects from communications, personnel must include name, date of birth, sex, race, and driver's license number.
- B. If requesting a driver's license check only, personnel are only required to give driver's license number if available.
- C. When asked for secure mic, personnel are to insure that their radio and safety are secured before notifying dispatch of such.

X. Emergency Traffic

- A. Emergency defined – Any incidents which presents an eminent threat to the safety of persons or property whereby an immediate response is required.
- B. It is imperative that all personnel listen to the radio during emergency traffic. This is only to be interrupted by other emergency. Officer safety is a paramount and is not to be compromised.
- C. Units in route to “In progress Calls” are to remain on the primary channel at all times.
- D. All traffic especially those on emergency calls are to remain on the primary channel until the scene is secure and the channel released, or advised by communications to switch to an alternate channel.

APPROVED:

\_\_\_\_\_  
Roger Byars  
Chief of Police

\_\_\_\_\_  
Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008