

RADIO COMMUNICATION PROCEDURES	Document Number	GO 806
	Effective Date	08-05-11
	Revision Date	09-27-2013
	Revisions	Underlined
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	Approval:	HSK

1. PURPOSE

The purpose of this policy is to establish the procedures relating to the use of the police radio communication system of the Hawai‘i Police Department.

2. PERSONS AFFECTED

- 2.1. All sworn personnel;
- 2.2. Communications personnel;
- 2.3. Radio Shop personnel.

3. POLICY

It shall be the policy of the Hawai‘i Police Department that the use of departmental radio communication systems shall be in accordance with current rules and regulations established by the department and those of the Federal Communications Commission (FCC).

4. RESPONSIBILITIES

- 4.1. Commanding Officers
 - 4.1.1. Commanding officers shall be responsible for monitoring radio communications, as is practicable, during the normal tour of duty to ensure compliance with this order.
 - 4.1.2. Commanding officers shall also adhere to the provisions of this policy in their communications.
- 4.2. Members
 - 4.2.1. Members shall be responsible for compliance with the provisions of this order.

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5. PROCEDURES

5.1. Departmental Mobile Units

- 5.1.1. Call signs for on-duty patrol officers shall coincide with respective beat number assignments.
- 5.1.2. Patrol officers operating in other than their assigned districts and off-duty patrol officers shall identify themselves by name and badge number.
- 5.1.3. Ranking and non-patrol officers shall utilize their designated call signs on and off duty.
- 5.1.4. Commanders shall assign call signs to temporary special details from the vacant call number series of their districts or sections.
- 5.1.5. The assignment of call signs to any newly created unit or the revision of call signs of any existing units shall be the responsibility of the Administrative Division.
- 5.1.6. Commanders shall submit a memorandum to the Technical Services Division outlining all call sign assignments of their command when call signs are initially assigned or when changes are made to existing call sign assignments (see *Appendix A*).

5.2. FCC Guidelines and Enforcement

- 5.2.1. The radio stations of the department are licensed by the Federal Communications Commission (see *Appendix B*) and are required to abide by the rules of the commission. Members shall carefully weigh any contemplated use of the radio system and to ascertain that the nature of their communication satisfies all of the following qualifying tests:
 - a. The message is of an urgent nature;
 - b. The message pertains to official police business.

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5.2.2. The Federal Communications Commission monitors all licensed stations to ascertain that illegal traffic is not being transmitted. Whenever an illegal message is detected, it is recorded and the operator, who is licensed by the FCC, notified. Repeated or flagrant violations of FCC rules could lead to cancellation of the department's radio license. Members shall not transmit illegal messages.

5.2.3. The Federal Communications Commission authorizes the use of personal handheld radios only for licensed amateur operators in the 144 MHz to 146 MHz band, not spectrum allocated to public safety communications. Members shall not use personal handheld radios.

5.3. Procedures for Radio Use

5.3.1. Time Reference – Time checks, periodic tests, and all references to time shall utilize the 24-hour-clock system, e.g., 12:15 AM shall be referred to as *0015 hours*; 4:31 PM as *1631 hours*.

5.3.2. Fixed Station Transmissions

- a. All messages emitting from any fixed station will carry that particular station's complete call signs at the beginning of the message and shall be transmitted using the Ten-Signal Code provided (see *Appendix C*).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- c. Mobile units in the country districts shall follow the same procedure using their complete fixed station call signs.
- d. Standard broadcast radios, tape recorders, and other sound amplifying devices shall be tuned so as to prevent their being heard over official police networks.

[REDACTED]

[REDACTED]

[REDACTED]

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5.3.5. Periodic Testing Procedures

- a. On the hour and every fifteen minutes thereafter, during each tour of duty, a test broadcast shall be made by Central Dispatch in the following manner:

[REDACTED]

- b. If any mobile unit fails to receive a test call within five minutes past the designated time, the dispatcher shall be contacted for the purpose of determining whether there is a defect in the radio communications system.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.3.7. General Instructions for Transmitting

- a. Words should be slowly and distinctly pronounced at the rate of 40 to 60 words per minute.
- b. Members of the department shall be referred to by their call signs.
- c. Emotion should not be interjected when speaking as this will cause the speech to become high-pitched and difficult to understand.
- d. Messages should be clearly formulated prior to transmission.

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- e. Lengthy messages should be written down prior to transmission so that the radio operator does not receive a mass of garbled words.
- f. When transmitting, speech should be directed into the microphone, with the mouth being at the same distance as if speaking into a telephone.
- g. The minimum number of words necessary to convey a message should be used.

[REDACTED]

[REDACTED]

- i. All proper names should be spelled and all initials coded phonetically. Unusual words should be spelled phonetically (see *Appendix D*).
- j. Words should not be run together. Each word should be pronounced separately and distinctly using slow, clear speech.
- k. Numbers should be grouped together into combinations of three such as: 341-165-52.

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1. Courtesy shall be exercised while on the air.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- n. Miscellaneous Public Complaints information and other similar types of information shall not be transmitted over the radio, but relayed through other means, such as written communication or telephone.

5.3.8. General Instructions for Receiving

- a. The police radio shall be turned on whenever patrol units are on duty.
- b. The volume control should be utilized and messages kept loud enough to be easily heard yet low enough to avoid unnecessary strain on the ears.
- c. Writing materials should be available so that messages may be copied without error.
- d. Messages should not be acknowledged until the entire text of the message is received accurately.