



OPERATING PROCEDURES – POLICE RADIOS

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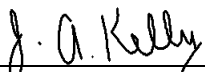
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I. POLICY

1. Utmost professionalism will be used when transmitting on FED radio frequencies. Courtesy, tone of voice, and presentation are factors to consider prior to transmitting.
2. Office personnel shall be familiar with and use proper *Ten Code* and radio procedures.
3. All radio system transmissions must comply with FCC regulations.
4. Transmissions must be kept to a minimum and should not contain certain matters of a personal nature or personal opinion.
5. **All field personnel are to call “in-service”, prior to starting their assignment for the day.** Each employee shall advise their radio identification number, in or out of service, and their assignment/location for the day.
6. Communications made with the FED Annapolis office, should be made primarily via Nextel Direct Connect.
7. The police radios are the primary communication system on operations when vehicles can communicate with each other (within range).
8. All field personnel that are going to be out of contact/service for an extended period of time, should notify the FEB base and their supervisor.

II. CANCELLATION: None.



Jeffrey A. Kelly, Director