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| NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual | |  |
| Policy: Radio Procedures | | AOM: S-102 |
| Massachusetts Police Accreditation Standards Referenced: [81.2.2], [81.2.4.a], [2.1.3.f], [81.1.2], [81.2.4.c], [81.2.4.d] | | Issuing Authority <hr/> Jody Kasper Chief of Police |
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I. Introductory Discussion

The Northampton Police Department’s communications system provides on-duty field personnel with the means for constant communication capability. The purpose of this directive is to establish basic communication procedures that are imperative in providing for the safety of both field personnel and the public.

II. Policy

It shall be the policy of this department to:

1. Have 24-hour two-way radio capability, as well as telephone, cellular phone, and Mobile Data providing continuous communication between the Dispatcher and field personnel on duty. Radios are required to enable field personnel to maintain communications with the dispatcher for exchanging information,

requesting assistance, receiving orders or instructions, and for responding to calls for service. [81.2.2] [81.2.4,a],[2.1.3.f]

- a. All patrol vehicles shall be equipped with radio communications equipment.
 - b. Portable radios shall be available for use by all field personnel whether on foot patrol or when stepping away from their patrol vehicles.
2. Ensure that the Northampton Police Department's radio operations are conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. [81.1.2]
 3. All activity by departmental personnel should therefore be communicated/transmitted via radio communication. This shall include when personnel are temporarily out of service while on duty. The response to emergency requests or activated emergency alarm criteria (i.e.: officer needs assistance, officer-in-trouble, felony in progress, life-saving situation, etc...) shall be a priority response for all available and/or on-duty personnel.

III. Prohibited Practice

In accordance with FCC rules and regulations, the Northampton Police Department's radio system shall be used for official business only and the following practices shall be prohibited:

1. Use of other than authorized call signs, except when authorized for a special detail.
2. Use of other than authorized radio code signals.
3. Lengthy conversations. Telephones should be utilized in cases where long conversations are necessary.
4. Use of obscenity, sarcasm, or harsh or abusive language.
5. Any other non-police reasons.

IV. Authorized Call Signs & Code Signals

- A. The personal identification numbers of field personnel shall be used for identifying officers during radio transmissions. A list of the personal identification numbers of field personnel shall be readily available to the Dispatcher. [81.2.4,c]
- B. A complete list of the authorized radio codes and call signs shall be made available to all personnel utilizing such codes during radio communications.
- C. Radio language in accordance with the NIMS standard shall be utilized in inter-agency communications.

V. Communicating With Interacting Agencies

- A. Members of the Northampton Police Department shall have the capability to intercommunicate with the Northampton Fire Department, Department of Public Works, and Emergency Medical Service providers. [2.1.3,f] [81.2.4,d]
- B. Members shall, via the Western Massachusetts Law Enforcement Communication (WMLEC) radio system, be able to interoperate with other local, state, and federal law enforcement agencies, in addition to municipal fire and emergency medical agencies.[81.3.4]
- C. The Northampton Police Department will also have access for interoperability via the national VTAC and UTAC frequencies.

VI. Daily Radio Sign On

At midnight or as close to that time as is reasonably possible each day, the Public Safety Communications Center will announce the following:

“This is station WPXA23, owned and operated by the City of Northampton Police Department operating under the authority of the Federal Communications Commission.”