



KENOSHA POLICE DEPARTMENT

POLICY AND PROCEDURE

81.1 Police Radio Communication

Effective Date:	4/19/1977	Revision Date:	6/7/2004
Action:	O-223	Number of pages:	3

I. PURPOSE AND GENERAL POLICY

It is the policy of the Kenosha Police Department that all department radio equipment will be operated in a professional manner and in accordance with FCC rules.

II. PROCEDURE

- A. When talking on the radio, hold the microphone about an inch from your mouth, press the mike button down firmly, and speak slowly and clearly across the mike in a normal voice. Pre-plan your transmission, press the push-to-talk button, pause for a second, and then speak distinctly. Do not shout. Do not talk too fast; remember, someone else is copying the transmission.
- B. In order to conserve radio time and minimize the chance for error, the official Ten Signals will be used at all times. Do not attempt to enhance Ten Signals.
- C. Commanding officers and shift supervisors will have authority over the respective Department's radio dispatchers regarding dispatching of their calls and assignment of their Department's units. The position of dispatcher itself holds no authority or control over sworn members of the Kenosha Police Department other than that which is granted to them by the Kenosha Police Department, and the dispatchers must operate within those parameters.
- D. Information transmitted over the radio will be kept to a minimum. If an officer needs non-priority information of a lengthy nature he/she should call the Communications Center by telephone or use the MDC to obtain the information.
- E. Information transmitted by radio must be police related.
- F. Transmission of names can be accomplished accurately by first pronouncing the complete name slowly and audibly. Then spell the name phonetically. There is no need to phonetically spell common names.
- G. Humorous remarks will not be tolerated.
- H. The use of slang is unprofessional and is prohibited.
- I. Unit numbers will be used to as the radio call sign. Proper names should not be used.
- J. When an officer is called, he/she shall answer the radio promptly.
- K. Radios should not be used within 150 feet of explosive devices.
- L. Dispatch procedure:
 - 1. Dispatch will use respective officer unit numbers.

81.1 Police Radio Communication

2. Officers called will respond by answering with their unit number and "go ahead" to acknowledge the call.
 3. The dispatcher will assign calls by using the designated "Ten Signals".
 4. A dispatcher will not assign Kenosha Police Department officers to assist other agencies outside of Kenosha Police Department jurisdiction unless approved by on-duty Kenosha Police Department supervisors.
 5. Officers will notify dispatch when they will be out of their vehicle and shall provide their location and the reason for leaving their vehicle.
- M. Whenever the dispatcher receives a request for a record, wanted, or license check, the following will apply:
1. The dispatcher will contact the Records Bureau, furnish them with the name, date of birth, address, and any other information furnished by the requesting officer.
 2. The dispatcher will check for information via the C.I.B., D.O.T., and N.C.I.C. (TIME SYSTEM).
 3. Records Bureau personnel will check for "un-entered" warrants and forward results of their records check to Dispatch.
 4. Dispatch will relay results of the records/wanted check to the requesting officer.
- N. Routine questions regarding bond amounts or statute and ordinance violations are not be addressed to dispatch. Officers are to review their own bond book or statute book and consult with their immediate supervisor if needed.
- O. "Commanding Officers" and "Supervisors" are the rank of Sergeant and above. Dispatchers will not assign Commanding Officers or Supervisors to calls unless the calls are an emergency or a life-threatening situation. These are the types of calls for which the Commanders and Supervisors are to be available. Dispatchers are to notify Shift Commanders when emergency or life-threatening situation calls are in progress. The Shift Commander will ensure a supervisor responds to the call as appropriate.
- P. Detectives will notify dispatch when they will be out of service and give the dispatcher their location unless the information would jeopardize an investigation. Dispatchers should contact a Detective Supervisor prior to assigning a detective to a call.

III. WISPERN

- A. WISPERN is an emergency frequency only and it is not for routine or tactical use. Dispatch personnel will monitor this frequency. The Kenosha Police Department and the Kenosha County Sheriff's Department participate in the WISPERN SYSTEM, and officers should render service to law enforcement officers requesting it via WISPERN.
- B. WISPERN will be restricted to emergency use requiring the coordination of mobile units of two or more law enforcement agencies whose regular radio systems operate on different frequencies.
- C. When transmissions of emergencies are received, the dispatcher will dispatch officers to assist.
- D. After an Emergency situation has terminated, officers shall initiate an all-clear message indicating to all jurisdictions monitoring the channel that assistance is no longer needed.

81.1 Police Radio Communication

- E. In the event an officer has to go into other counties or into Illinois, and a situation arises where they need assistance they may use the WISPERN to contact an outside agency for assistance.

IV. RADIO ISSUANCE AND REPAIR

- A. All officers will be issued a hand-held radio for police communication.
- B. Officers are responsible for the security of the hand-held radio and any related attachments and shall not permit unauthorized use or misuse of the radio or related equipment.
- C. If a squad radio or hand held radio is in need of repair, officers are to complete a radio repair form and forward it to the Administrative Captain for action. Officers should obtain a replacement hand-held radio from their supervisor.
- D. Officers are to ensure that they have a fully charged battery for their police radio when they start their tour of duty. A "dead battery" can prove to be a serious problem and can be avoided with proper planning.