



Series 300 Support Services	Effective Date TBD	Review Date Annually	Directive Number 301.1
Chapter 301 – Communications			
Reviewing Office Communications Operations			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised Revisions in <i>Italics</i>
References <i>Michigan Law Enforcement Commission 3.4.1 Maintenance of Communications Systems</i>			

RADIO PROCEDURES

301.1-1 PURPOSE

The purpose of this directive is to guide members in using the police radio communications system in order to ensure effective and efficient command and control of police resources and to maximize employee safety.

301.1-2 POLICY

The purpose of the radio communications system is to facilitate the coordination of the deployment of the Department's assets to meet the needs of any situation, inform Department personnel of situations and responses, and assure proper utilization of all appropriate resources.

301.1-3 DEFINITIONS

301.1-3.1 Talk Group

A unique group of radio users that communicate with one another. For instance, if a talk group member initiates a call, all talk group members will hear that transmission. The City of Detroit's 800 MHz network incorporates many different talk groups. The users in these groups interact with the members of their group and can monitor other talk groups throughout the network.

301.1-3.2 PTT Button (Push to Talk) (*MLEAC 3.4.1*)

This term refers to the button on a radio that a user pushes to transmit. For example, when a member wants to talk over the air, they press the PTT button on their portable radio, mobile radio, or dispatch console, and if there is an available frequency, they will be able to speak over the network. Pressing the PTT button is often referred to as "keying up" the radio.

301.1-3.3 Simulcast

A simulcast radio network transmits information from each of its transmission sites simultaneously. When a radio user transmits from their radio, that transmission is rebroadcast from every tower or antenna in the simulcast system. The City of Detroit operates a simulcast radio network.

301.1 Radio Procedures

301.1-3.4 Unencrypted or Clear Voice

Specific radio transmissions that can be heard by any member in the talk group or anyone with an appropriate scanner.

301.1-3.5 Encrypted

Specific radio transmissions which are encoded to prevent unauthorized personnel from hearing the transmission. Specific personnel in designated commands will be assigned radios that are capable of transmitting and receiving encrypted radio transmissions.

301.1-3.6 Zone (Sector) Dispatcher

The zone dispatcher plays an essential role in the Department's mission to safeguard lives and property by ensuring all of the Department's resources are appropriately utilized. Dispatchers are responsible for facilitating all units that monitor their talk group from the Communications Center.

301.1-4 Communications Operations

301.1-4.1 Chief Operator's Console (CHO)

1. Communications Section has a Chief Operator's Console (CHO) that is responsible for screening all incoming calls to the dispatchers. The CHO will only route calls to the dispatcher if they have requested for a unit to directly contact them.
2. The CHO is responsible for relaying information to the zone dispatcher when their direct involvement is necessary (e.g., adding or deleting units, reporting the shift lineup, zone clearances, or when a unit is out of radio range)
3. Officers are not permitted to request pulls (additional time needed to complete an activity), a code 9330 (lunch), update their status, or provide a disposition via a telephone call to the zone dispatcher. All status updates shall be made via the radio or mobile computer terminal (MCT).
4. Requests to take units down or be placed out of service will be directed through a Communications Section supervisor.

301.1-4.2 Patrol Strength

1. Fifteen (15) minutes prior to the start of each platoon, the officer-in-charge of the platoon shall telephone the Communications Section CHO and provide the number of units, by radio call number, which will be staffed. The zone dispatcher shall also be advised as to the number of supervisors who will be on-duty and their assignment. In addition, a copy of the MAS Daily Detail shall be emailed to Communications Section Daily Detail email account (dailydetail@detroitmi.gov) via Outlook.
2. The officer-in-charge of the platoon shall ensure that the MAS Daily Detail accurately lists each radio code, vehicle code, prep number, and identification number/pension number of all officers that are on duty.

301.1 Radio Procedures

3. Immediately after roll call, the Communications Section CHO shall again be contacted and notified of any changes in the original lineup or MAS Daily Detail.
4. Prior to any unit leaving the ramp, all mobile computer terminal (MCT) equipped units shall sign on. If a unit is not equipped with a MCT, the officers are responsible for contacting the CHO to be placed manually into the Computer Aided Dispatch (CAD) system.

301.1-4.3 Special Details

The officer-in-charge of any radio equipped special detail unit which does not have an assigned radio code, shall contact the officer-in-charge of Communications Section to inform them of the number of radio units, geographic location, nature and hours of the detail. Similarly, the officer-in-charge of Communications Section must be notified when the detail is terminated. Prior to any unit leaving the ramp, all MCT equipped units shall sign on. If a unit is not equipped with a MCT, the officers are responsible for contacting the CHO to be placed manually into the Computer Aided Dispatch (CAD) system.

301.1-4.4 Changes in Personnel

1. If for any reason there are changes, whether temporary or permanent, in the number of radio equipped units that are available during a tour of duty, the officer-in-charge of the precinct station desk or other appropriate supervisor shall be responsible for notifying a Communications Section supervisor. Officers who are out-of-service (i.e., no car, no partner, going to court, or vehicle repair), or when in the station busy, shall notify the officer-in-charge of the precinct station desk or the appropriate supervisor. The officer-in-charge shall approve or deny the request based on its validity and necessity.
2. If the officer-in-charge agrees that the request is both valid and necessary, a Communications Section supervisor will be contacted immediately by telephone and a request made to render the concerned unit "busy" or "out-of-service". Officers assigned to the unit shall utilize the appropriate out-of-service code while updating their MCT.

301.1-4.5 Granting Compensatory or Excused Time

Before supervisors grant compensatory or excused time to officers assigned to response units, they shall contact a Communications Section supervisor regarding any backlog of runs. When the backlog is resolved, the units may be relieved of response duties and notified to contact the officer-in-charge of their command for reassignment.

301.1-4.6 Utilization of Non-Precinct Uniform Personnel as Emergency Response

1. Non-precinct uniform personnel or any other command so designated by the Chief of Police, when not committed to a special event, which would preclude their use, may be assigned as response units to any priority one (1) and two (2) pending call for service by the zone dispatcher. When a zone dispatcher is experiencing a backlog of runs in any of the various precincts, a Communications Section supervisor shall be

301.1 Radio Procedures

notified. The Communications Section supervisor will review the situation and if appropriate, notify the commanding officer of the non-precinct uniform personnel.

2. If warranted, the commanding officer of the non-precinct uniform personnel may directly advise the Communications Section supervisor to re-deploy the desired number of units to the affected precincts to be dispatched as response units. In the event the commanding officer of the non-precinct uniform personnel is otherwise occupied and temporarily unavailable, the supervisor at Communications Section may initiate this action subject to later approval.
3. The officer-in-charge of the non-precinct uniform personnel shall contact the appropriate units via radio and direct them to switch to the designated radio channel. The designated units shall immediately contact the zone dispatcher, provide their radio codes and advise the dispatcher that they are ready to respond.
4. Once the backlog of runs is resolved, the units may be relieved by the zone dispatcher of response duties and notified to contact the officer-in-charge of their command for reassignment. The Communications Section supervisor shall also advise the affected non-precinct uniform supervisor that the units have been returned to their control.

301.1-4.7 Utilization of Response Units for Non-Emergency Conveyances

1. Two member response units shall not be utilized to handle administrative type runs (hand delivery of department mail, picking up of office supplies, etc). Members assigned to inside duties or one-person units may be utilized, if available.
2. Response units shall not be dispatched to convey witnesses to court. It is the responsibility of witnesses to appear in court after having been properly notified.
3. Sworn members from the same precinct who are scheduled for court appearance shall, whenever possible, be assigned to work together on the date of the scheduled appearance.

301.1-4.8 Dispatching Highland Park Scout Cars

Detroit Police Department zone dispatchers shall dispatch Highland Park scout cars. Highland Park scout cars will be designated as "16" series and shall abide by all applicable rules and regulations of the Detroit Police Department (DPD) regarding the dispatching of response units.

301.1-5 Service Status

301.1-5.1 "Out-of-Service"

A unit shall be considered out-of-service when it has not been placed under the direction of a zone dispatcher or has been removed from the direction of the zone dispatcher by proper authority. This status indicates a unit is unavailable for runs or radio messages. A unit may be considered out-of-service for reasons such as no crew, vehicle repair, court appearance, or other detail and/or duties when so ordered.

301.1 Radio Procedures

301.1-5.2 *The following are* Command Line Out of Service Codes:

ADM ADMINISTRATION
COV COVID-19 RELATED ACTIVITY
CRT COURT
D.O. DUTY OFFICER ON DUTY
DCONDECONTAMINATION
DESK DESK
DTL SPECIAL DETAIL
EGAS FUELING
EQT EQUIPMENT
EVNT COMMUNITY EVENT
FFLT FLAT TIRE
HOSP HOSPITAL CONVEYANCE
LUN LUNCH
ORC OUT OF RADIO CONTACT
PR PERSONAL
RPT REPORT WRITING
SFU SHOT SPOTTER FOLLOW UP
STA STATION
TRNG TRAINING
UNB UNION BUSINESS
VM VEHICLE MAINTENANCE

301.1-5.3 “In-Service”

In-service is the status of a response unit that is assigned to be dispatched on runs and has been placed under the direction of a zone dispatcher.

301.1-5.4 “Busy”

“Busy” is a temporary in-service status assigned by the zone dispatcher to a unit involved in an activity, response to a run, lunch, etc. Response units placed in "busy" status for lunch shall not be dispatched to other runs except in cases of extreme emergencies, e.g., serious crimes in progress, natural disasters, explosions, etc.

301.1-5.5 Requests for Lunch

Sworn members assigned to response units shall obtain permission for lunch from the zone dispatcher. If permission is granted, the sworn members assigned to the unit shall place themselves out-of-service with the *MCT* using the appropriate code. If a lunch period is denied by the dispatcher due to the number of vehicles already "busy" or a backlog of high priority runs, it shall be the responsibility of the sworn members assigned to the response unit to again request lunch later in the shift. However, sworn members will not be granted lunch periods during the last two (2) hours of a shift except where it is evident that the response unit was denied a lunch break earlier by the zone dispatcher.

301.1 Radio Procedures

301.1-5.6 In-Service Designation with the Zone Dispatcher

When a radio unit has been placed under the control of a zone dispatcher, the unit shall be considered in-service at all times unless the zone dispatcher designates otherwise. Sworn members who are unable to respond to a radio run shall immediately notify the zone dispatcher of the reason and be governed by the zone dispatcher's direction. Similarly, sworn members who may be required to perform a police service that will interfere with response to a radio run shall also notify the zone dispatcher and be governed by the zone dispatcher's direction. At the end of a shift or upon completion of the tour of duty, the crew assigned to the unit shall notify the zone dispatcher by radio and by pushing the "sign off" button on the MCT.

301.1-6 Monitoring Radio and Mobile Computer Terminal (MCT) Transmissions

1. Unless otherwise ordered by competent authority, all Department personnel shall keep the power supply, volume, and channel (frequency) controls of their assigned mobile radio equipment and/or portable radio equipment adjusted so as to enable reception of any response, message, or order which may affect them. Further, officers operating vehicles equipped with MCT's shall keep the MCT "signed on" and available to receive any dispatched order or message. This applies to all personnel when in an "in-service" status, whether busy or not. Sworn members are responsible for the immediate acknowledgement of any dispatched order or message, whether transmitted via radio or the MCT. Furthermore, sworn members shall promptly update the MCT system to indicate the following:
 - a. Activity status;
 - b. Receipt of a police run or order;
 - c. Arrival time;
 - d. Activity disposition; or
 - a. Return to "in-service" status.
2. Generally, orders issued by the zone dispatcher will be both voice and digitally dispatched, however, orders may be digital only. Orders from the dispatcher will be followed without delay. Conflicting orders will be brought to the zone dispatcher's attention and the unit will abide by the zone dispatcher's decision. The zone dispatcher shall be advised of pertinent information regarding the circumstances and disposition of a run.
3. Incorrect or nonexistent addresses as well as the true nature of a run (if different from the radio broadcast and/or MCT order) shall be brought to the attention of the dispatcher from the scene. Lengthy messages of a non-emergency nature or information, which is confidential, will not be broadcasted; utilize the telephone or MCT to transmit the information. All members must remember that radio transmissions can be monitored by anyone.

301.1 Radio Procedures

301.1-7 Radio Runs

301.1-7.1 Acknowledging a Radio Run

To acknowledge a radio run, sworn members shall acknowledge receipt of the message followed by the precinct command number, car designator and location responding from (i.e. "9-6 from 7 Mile and Gratiot").

301.1-7.2 Updating Activity Status

Sworn members assigned to radio equipped units placed on "busy" status by the zone dispatcher, e.g., responding to a police run, arrest, report, etc., shall keep the zone dispatcher informed of any change in their current location or activity. If extenuating circumstances require additional time, sworn members shall request a "pull" from the zone dispatcher approximately every thirty (30) minutes.

301.1-7.3 Completed Radio Run or Activity

Sworn members assigned to a radio and/or MCT equipped unit placed on "busy" status for any reason shall promptly notify the zone dispatcher and update their MCT upon completion of the radio run or activity. Members shall utilize disposition codes to indicate the disposition of a radio run or activity. Disposition codes and their definitions can be found at the end of this directive.

301.1-7.4 Failure to Acknowledge a Run

When a unit fails to acknowledge a run by voice or pushing the enroute button on the MCT, the zone dispatcher shall rebroadcast the run over the radio. If the unit does not answer this second attempt, the zone dispatcher shall assign another unit and notify a Communications Section, who will notify the officer-in-charge of the concerned unit and prepare a "Violation of Radio and/or CAD Procedures" Form (DPD568) in triplicate. The original shall be forwarded to the commanding officer of the Communications Section; one (1) copy shall be forwarded to the commanding officer of the originating command; and one (1) copy shall be forwarded to the appropriate Deputy Chief, to which the command reports.

301.1-8 Responsibilities of the Zone Dispatcher

1. The following is a non-inclusive list of dispatcher responsibilities and in no way relieves the dispatcher of any additional designated tasks or duties as a member of the Detroit Police Department:
 - a. The proper dispatching of radio runs. Dispatchers shall not hold radio runs if response units are in-service and available;
 - b. The dispatcher must promptly and politely acknowledge all calls from units via radio;
 - c. The dispatcher shall provide any guidance or answer any questions from requesting units, if the information is known or available to the dispatcher;
 - d. The dispatcher shall immediately contact a patrol supervisor to monitor vehicular pursuits;

301.1 Radio Procedures

- e. The dispatcher shall immediately sound an alert tone when dispatching a unit to a serious priority one call, upon hearing a unit call out a “priority”, or “pulling” a unit to handle a pending priority one call;
 - f. The dispatcher shall advise and update responding patrol units of other emergency services enroute to a location (i.e. Fire, MSP, EMS, or additional patrol units or supervisor);
 - g. The dispatcher shall immediately notify their supervisor and announce via radio if they are experiencing any technical difficulties;
 - h. The dispatcher shall endeavor to distribute radio runs in an equitable fashion;
 - i. The dispatcher shall utilize all “available” resources to address pending priority one calls for service;
 - j. The dispatcher shall dispatch units up to the hour if priority one calls are pending; and
 - k. The zone dispatcher shall notify their immediate supervisor in the event they have no available resources and a high priority call is pending.
2. All members, sworn and non-sworn, shall bring any radio procedure violations to the attention of their immediate supervisor. The supervisor shall then be responsible for completing the “Violation of Radio and/or CAD Procedures” Form (DPD568), prior to the end of his/her tour of duty, documenting whether the incident was resolved (i.e. verbal counseling, Administrative Counseling Register entry, etc.) or if an Investigation and Report is being initiated. Violations include, but are not limited to the following:
 - a. Failed to call in line-up to CHO at least fifteen minutes prior to the start of the shift;
 - b. Failed to email detail to the Communications Section;
 - c. Failed to acknowledge police run;
 - d. Unit failed to verbally inform dispatch of a traffic/subject stop;
 - e. Unit failed to notify dispatch of their disposition upon the completion of their police run or current activity;
 - f. Demeanor
 3. The completed “Violation of Radio and/or CAD Procedures (DPD568) shall be disseminated as follows:
 - a. The original shall be forwarded to the commanding officer of Communications Section;
 - b. One (1) copy shall be forwarded to the commanding officer of the originating command; and
 - c. One (1) copy shall be forwarded appropriate Deputy Chief of the Enforcement Operations.

301.1-9 Calls to the Zone Dispatcher

301.1-9.1 Alert Tones

1. The zone dispatcher shall sound the alert tone by pressing the alert tone icon on the dispatch console for two (2) consecutive seconds.
2. ALERT TONE 1 (PRIORITY ONE CFS): The dispatcher shall sound Alert Tone 1, prior to dispatching a serious priority one call for service that is; (1) in-progress, (2) involves an imminent threat to life.

301.1 Radio Procedures

3. A few examples of such calls are listed below:

SHOOTING I/P OR J/H ROBBERY I/P
HOME INVASION ONE I/P RAPE I/P
CUTTING I/P
ANIMAL MAULING I/P EXPLOSION
AIRPLANE / TRAIN CRASH

4. ALERT TONE 2 (UNIT PRIORITY): Upon hearing a unit call out a "priority", the dispatcher shall sound Alert Tone 2 and continue to handle the situation as needed.
5. ALERT TONE 3 (RE-DIRECT): The dispatcher shall sound Alert Tone 3 when there is a pending priority one call for service with no available in-service units to be dispatched. This tone signifies that a unit is about to be placed in-service, at the discretion of the dispatcher, to handle the pending priority one call.
6. The Alert Tone functions can be found in the top menu bar of the 800 MHz dispatch radio screen. The Alert Tones are depicted in a boxes with a musical symbol along with 1, 2, or 3.

301.1-9.2 Priority Calls

1. The sworn member calling is to state "calling radio" followed by the phrase "priority" then state the location with a brief statement of the emergency, followed by the radio identification code (For example, "calling radio, priority, Gratiot and Gunston, under fire, 9-7").
2. If conditions permit, the sworn member should standby until the call is acknowledged and then give the zone dispatcher as many pertinent facts as possible so that the amount and kind of aid required will be known. Sworn members should try to be as precise as possible the first time. If the member receives no acknowledgement, the emergency message should be given "in the blind" since the transmitter may be operating although the receiver is defective. When "priority" has been called, other sworn members shall relinquish the air and maintain radio silence except when they have a "priority" or when they are responding to the zone dispatcher.
3. The phrases "need help" or "in trouble" indicates serious danger or an emergency. The phrase "moral support" (followed by the type of problem) should be used to notify the zone dispatcher of a less serious or less dangerous problem.

301.1-9.3 Regular Calls

1. Regular calls to the zone dispatcher should be accompanied by a brief description of the nature of the call. For example, "calling radio, 9-5, requesting a pull." After transmitting, the member should standby for acknowledgement.
2. If there is no reply after a reasonable period, the transmission should be repeated. When there is doubt regarding whether a call should have priority status, it should be handled as a regular call and the zone dispatcher will decide on its urgency.

301.1 Radio Procedures

301.1-9.4 Utilization of Private Call Group

Private call groups should be used to report the following:

- a. Police shootings, especially divulging information (i.e. the names and badge numbers of involved officers);
- b. Serious situations, which should not be made public until more facts are available (i.e. barricaded gunman or hostage situation);
- c. Clearing from raid locations, usually done by narcotics; or
- d. Requests of a personal nature

301.1-9.5 Volunteering – Serious Runs

Response units receiving police runs to holdups, shootings, B&E's in progress, and other serious crimes, shall give their location when acknowledging the run (for example, "on the way, 9-7, Gratiot and Gunston"). If any other response unit is considerably closer and available to respond, that response unit shall volunteer to handle. The first car at the scene shall inform the zone dispatcher whether or not additional units are needed. Unless a specific request is made for additional assistance, other Department personnel are requested shall not respond to the scene.

301.1-9.6 Bomb Threats

The police run "bomb threat" is classified and referred to as a "Code 8330." There shall be no reference made to the words "bomb threat" or to the nature of the run. Whenever a request for police service on a bomb threat is received, only the location and the words "code 8330" will be broadcast on the police radio frequencies.

301.1-10 Delta Codes

Delta codes designate problem locations within the city. Officers should familiarize themselves with all delta-coded areas within their precinct or the city in general as the need arises. Delta codes are divided into the following numerical designations:

DELTA 1

Delta 1 locations are specific problem addresses, locations in the proximity of a problem address, or locations at which caution should be exercised to protect surveillance teams working in the area.

DELTA 2

Delta 2 locations are precinct emergencies.

301.1-10.1 Procedures – Delta 1 Locations

Officers should approach Delta 1 locations with extreme caution and should remain aware of officer safety concerns and procedures for approaching radio runs as delineated in this directive. It shall be the responsibility of the appropriate specialized commands involved in surveillance operations to notify the appropriate commanding officer of activity within their precinct, as well as the Communications Section, unless it violates the integrity of the surveillance.

301.1 Radio Procedures

301.1-10.2 Procedures – Delta 2 Locations

In the event an emergency call is received either through an emergency operator or by some other means at the Communications Section, the assigned zone dispatcher shall:

- a. Immediately dispatch at least two (2) response units to the station and utilize the "Officer in Trouble" code;
- b. Not cancel the units dispatched and will disregard all orders authorizing cancellation until the responding units arrive then contact the zone dispatcher from the station sending the alarm;
- c. Not attempt to contact the station sending the alarm; and
- d. Notify a Communications Section supervisor upon receipt of the alarm, and again when the alarm is verified.

301.1-10.3 Responsibilities of the Precinct *Commanding Officer*

1. It shall be the responsibility of each precinct commanding officer to prepare and continually update a list of Delta locations and conditions within their precinct. The following criteria shall be used in designating a specific address as a Delta location or in designating a Delta condition:
 - a. There has been a definite pattern of overt action committed at the address, which poses a constant threat to the safety of Department members;
 - b. The address is occupied by a person or group of persons whose activities have proven to be a threat to the safety of Department members;
 - c. The address is a known narcotics factory/dealer/gallery, which entertains sufficient traffic to indicate that a threat to the safety of Department members exists; or
 - d. The condition which has arisen or which will be known to arise is of a nature which poses or will pose a threat to the safety of Department members.
2. Precinct commanding officers shall compile a list of Delta locations within their respective precincts following these guidelines and shall submit a copy of the list to the commanding officer of the Communications Section. Each precinct commanding officer shall be responsible for adding new locations and conditions to the list as they arise and for canceling outdated locations and conditions from the list.

301.1-11 Radio Equipment

301.1-11.1 Testing

At the beginning of each tour of duty, members shall test their radio equipment to ensure its proper operation. When no broadcast is heard on a radio during any fifteen (15) minute period, the zone dispatcher shall be called so that a check can be made to determine the condition of the equipment.

301.1 Radio Procedures

301.1-11.2 Rules Governing Operation of Department Radios

Sworn and non-sworn members must observe federal regulations and Department rules, regulations, orders, and procedures when operating Department radio equipment. False signals, fraudulent acknowledgments, profanity, or acknowledgment of runs for other cars are all violations of federal laws, which govern radio operations. The radio frequencies used by this and other city departments are confidential and are not to be disclosed to persons other than executives of the Department. All persons seeking such information shall be referred to the commanding officer of Communications Systems.

301.1-11.3 Hourly Signals

Sworn members who have been assigned radio equipment, whether in a vehicle or on foot, need not make regular hourly signals. Sworn members assigned to commands with investigative duties shall communicate with their commands periodically. Such calls need not be recorded. Commanding officers of other commands may require regular signals from their personnel; however, any such signal shall not be made by police radio.

301.1-11.4 Radio Transmissions in Canada

Sworn and non-sworn members operating radio equipped Department vehicles shall be properly equipped with their badges and identification cards when entering Canada. Sworn and non-sworn members must contact Communications Systems to ascertain if a proper license is available prior to operating in Canada.

301.1-11.5 Radio Equipment Feedback

When both mobile and portable radios are operated on the same frequency, sworn and non-sworn members will occasionally hear a high-pitched squeal when transmitting from either set. This sound is known as feedback and results when radio equipment of like frequencies is in close proximity to one another. When sworn and non-sworn members are riding in vehicles equipped with a mobile radio, the volume of any portable radio equipment, such as a PREP, should be turned down.

301.1-11.6 Repair of Department Radio Equipment

Communications System is responsible the repair and maintenance of all Department radio equipment. Unless otherwise directed, Communications Systems shall be contacted by telephone, prior to reporting for repair of any radio equipment. Department radio repair personnel assigned to Communications Systems are the only persons authorized to repair or adjust Department radio equipment.

301.1-11.7 Change in Radio Equipment

Anytime there is a change in radio equipment, a radio equipment test should be made before calling "in-service".

301.1-11.8 Radio Equipped Vehicles

Whenever a radio equipped vehicle, which is in an "out-of-service" status, is parked and left unattended, the ignition shall be turned off and the vehicle shall be locked.

301.1 Radio Procedures

301.1-11.9 Requesting Radio Equipment

Any request for new or additional radio equipment shall be submitted through official channels to the commanding officer of Communications Systems.

301.1-12 Mobile Computer Terminal (MCT) System

1. Authorization to operate the Mobile Computer Terminal (MCT) System shall be restricted to sworn members who have received proper training and certification in the care, handling, and operation of such equipment.
2. Sworn members authorized to operate the MCT system shall adhere strictly to all applicable rules and regulations of the Detroit Police Department, the Law Enforcement Information Network (LEIN), the National Crime Information Center (NCIC), and the Federal Communications Commission (FCC).
3. Any computerized information obtained through a Mobile Computer Terminal system is to be used only for official Department business; personal information obtained will subject the violator to criminal prosecution. Further, the sending of messages, which are not job related from mobile to mobile or mobile to "all MCTs", is prohibited. The only persons authorized to send messages "to all units" are supervisors at police Communications and Fire Communications Sections.
4. The MCT system is the principle way that response units receive police runs and make status changes. All police runs will be both voice broadcast as well as digitally transmitted to MCT equipped units. Response units shall promptly acknowledge receipt of a police run via the radio and by pressing "enroute" on the MCT.
5. Sworn members shall press "at scene" on the MCT when arriving at the dispatched location. At the conclusion of the activity, the member shall press "Clear/Dispo" on the MCT and enter the appropriate disposition in the "dispo" (disposition) field to return to in-service status.
6. Additionally, the MCT must be promptly updated throughout the shift to reflect the response unit's current status. Whenever the unit will be out of service for any reason, the member shall enter the appropriate code. To return to in-service status at the conclusion of the activity, the member shall press "inserv" (in service).
7. At the conclusion of the shift, the member must sign the unit off with the MCT system by pressing "sign off". The supervisor checking the vehicles for the oncoming shift will make certain that the sign-off process has been completed.

DISPOSITION CODES

ADV	ADVISED
AF	ALARM FALSE
ARR	ARREST
AST	ASSISTING UNIT
CD	CANINE DEPLOYMENT
CE	CANCELLED ENROUTE
DEC	DETAIL COMPLETE
DNPD	DID NOT PROVIDE PROPER DISPOSITION
FI	FOLLOW UP INVESTIGATION WITHOUT A REPORT
FIR	FOLLOW UP INVESTIGATION WITH A REPORT

301.1 Radio Procedures

GOA	GONE ON ARRIVAL
HBO	HANDLED BY OTHER AGENCY
IMP	IMPOUND
INFO	INFORMATIONAL PURPOSES ONLY
LEAD	INV LEAD
NAR	NO ACTION REQUIRED
NPI	NO PURSUIT INITIATED
NSA	NO SUCH ADDRESS
ORD	ORDINANCE ISSUED
R	REPORT TAKEN
RTF	REPORT TO FOLLOW
TRO	REFERRED TO OTHER
TCRU	HANDLED BY TELEPHONE CRIME REPORTING UNIT
TRP	TRANSPORT
UFA	UNIT FAILED TO ANSWER
UTL	UNABLE TO LOCATE

301.1-13 800 MHz Portable Radio

301.1-13.1 Overview

1. The City of Detroit's 800 MHz network has eleven (11) simulcast towers that will operate within the system. When using a trunking system, members do not always operate on the same channel or frequency like a conventional radio system. Members will always be switched, or trunked, to the first available channel in the system. Therefore, with a trunking system, "channels" are referred to as "talk groups."
2. Each radio is assigned a unique digital identification (ID) number, which is sent to the computer (system controller) that controls the radio system every time the radio is turned on, changes talk groups, or when the PTT button is pressed. The computer uses this information to keep track of which radio users are "on the air," and which talk group is being used.
3. The 800 MHz communications system will ultimately allow dispatch personnel of various agencies, (e.g., city, county, state and federal), to communicate directly to coordinate efforts on a particular incident. Dispatch operations will normally be conducted at the Detroit Public Safety Headquarters' Communications Center.

301.1-13.2 Training

All Detroit Police Department members utilizing the 800 MHz radio equipment are required to receive formal Michigan's Public Safety Communications System (MPSCS) radio user training. Designated Department personnel will provide this training to Department members.

301.1-13.3 On-Duty Members to be Equipped with 800 MHz Portable Radio

All members shall be equipped with their Department issued 800 MHz portable radio during their tour of duty, except when a member is working in an undercover assignment. Any other exceptions must be authorized by the member's commanding officer.

301.1 Radio Procedures

301.1-13.4 Carrying PREP Radios

Uniformed sworn and non-sworn members of the Department who are required to carry PREP radios shall carry the PREP radio only in a Department issued or approved holder. When in business places, PREP radios shall remain in the Department issued or approved holder and shall not be placed upon ledges, counters, chairs, stools, tables, etc. Sworn and non-sworn members in civilian attire who are required to carry PREP radios shall not carry the PREP radio in a pocket, which may contain metal objects. PREP radios shall not be left unprotected or unattended at any time.

301.1-13.5 Monthly Inspection of 800 MHz Portable Radios

Communications Systems shall perform periodic reviews of the system logs to identify any portable radios assigned to members that are inactive for more than thirty (30) days.

301.1-13.6 Prohibited Conduct

1. The following conduct is prohibited when utilizing the communications system:
 - a. False calls;
 - b. Making unnecessary or unidentified transmissions;
 - c. Discourtesy; and
 - d. The use of profane, indecent, or obscene language.
2. Members shall not utilize the radio during off-duty hours, except in circumstances when a member happens upon a scene where public safety response is required (e.g., injury traffic crash). In addition, while off-duty, members shall not monitor their 800 MHz radios for the purpose of becoming involved in or for the purpose of responding to police pursuits or routine crime scenes.

301.1-13.7 Lost, Missing, Stolen, or Found 800 MHz Radio Equipment

1. Members are responsible for the good care of their assigned 800 MHz portable radio. Any loss or damage shall be reported immediately to the commanding officer, or in the absence of the commanding officer, to the officer in charge of the unit to which the member is assigned and a Communications Section supervisor. The member shall telephone a Communications Section supervisor at 596-1638. If the report concerns the loss of a radio, Communications Section shall immediately contact Communications Systems for the purposes of deactivating the radio.
2. The member shall prepare a written report of the loss or damage on an Inter-Office Memorandum (DPD568), which shall be forwarded through official channels to the Agency Chief Financial Officer (CFO) of the Office of Departmental Financial Services, with a copy immediately forwarded to the Communications Systems from the member's commanding officer. The Communications Systems will comply immediately with the procedure of the MPSCS for the reporting of lost, missing, or found 800 MHz radio equipment.

301.1 Radio Procedures

3. A member is liable for the loss of or damage to property caused by the member's negligence. It shall be considered prima facie evidence of neglect of duty on the part of a member to lose or damage Department property or equipment through carelessness or to neglect reporting the same promptly to the member's commanding officer, or in the absence of the commanding officer, to the officer in charge of the unit to which the member is assigned.

301.1-13.8 Standard PREP Radio Procedures

1. The PTT button will not be keyed except to transmit a message. Wait for the acknowledgment "chirps" after keying the PTT button before talking.
2. A mouth-to-microphone distance of 2-3 inches is to be maintained; speak directly into the microphone. Speak clearly and calmly. Use good enunciation and give each syllable and word equal intensity.
3. Members are cautioned not to unnecessarily transmit the vehicle radio or portable radio within twenty-five (25) feet of suspected explosive devices.
4. Avoid creating an "echo." This occurs when two (2) or more radios are placed very close to each other (within 24 inches) while trying to communicate by pressing the PTT button.

301.1-13.9 Battery Recharging

The 800 MHz batteries are only to be recharged once the battery power has been nearly depleted. The battery power is considered nearly depleted when it has reached a charge capacity level of 30% to 35%. When the battery is nearly depleted, the member shall transition to their backup battery. If the backup battery is depleted, the member shall report to Communication Systems (Lyndon Radio) to obtain a fully charged replacement battery.

301.1-13.10 Utilizing Talk Groups

The following procedures will be utilized by all Department members operating the city of Detroit's 800 MHz system radios. When operating under the control of the zone dispatcher, radio users who desire to utilize a talk group other than where their designated dispatcher is on must:

- a. Obtain permission from their zone dispatcher prior to changing from the assigned talk group to any other talk group;
- b. Contact outside law enforcement agencies on the available talk groups for the purpose of conducting official business; and
- c. Immediately return to the designated talk group after the purpose for leaving the designated talk group has been concluded.

301.1 Radio Procedures

TALK GROUPS

The following Talk Groups have been designated for use as follows:

Zone	Talk Group	Assignment
A	DPD01	Precinct 3, Gaming, Downtown Services
A	DPD02	Precincts 2 and 4
A	DPD03	Precincts 7 and 11, and the City of Highland Park (designated as #16)
A	DPD04	Precincts 6 and 8
A	DPD06	Precincts 10 and 12
A	DPD07	Precincts 5 and 9
F	8 CALL 9 0	<p>EMERGENCY MUTUAL AID – a talk group that provides conventional mutual aid communications for public safety agencies in emergencies.</p> <p>ONLY to be used when directed or in the event of a disruption of the digital system.</p>
B	DPD03D	Detroit Detention Center Front Desk

301.1-13.11 Major Calls

1. Upon hearing a major call broadcast, all members assigned to that talk group will immediately cease radio activities. Members will remain off the air until the zone dispatcher gives notice of the disposition, or notified by the zone dispatcher in the event of an emergency.
2. Officers who are out-of-service on an assignment or self-initiated activity will return to service by radio immediately upon completion of the activity.
3. The field supervisor (or officer) at the scene will apprise the zone dispatcher of the circumstances of all major calls to facilitate proper notifications (e.g. deployment of additional personnel, specialized units, or any other required assistance).
4. Examples of major calls include:
 - a. Homicide, bank robbery, shooting;
 - b. Officer in trouble;
 - c. Civil disorder;
 - d. Major disaster (tornado, plane crash);

301.1 Radio Procedures

- e. National emergency; or
- f. Any incident requiring commitment of a large number of police personnel.

301.1-13.12 Mutual Aid Talk Group

1. The purpose of the Mutual Aid talk group is to allow personnel of various agencies, (e.g. city, county, state, and federal) to communicate via dispatchers directly to coordinate efforts to resolve an emergency event, such as those described under major calls.
2. Members are reminded that any emergency situation will take priority over day-to-day routine communications.

301.1-13.13 Activation of the Mutual Aid Talk Group

1. A supervisor at the Communications Section or a field supervisor/incident commander may instruct dispatched cars to switch to the Mutual Aid talk group when an incident involves multi-jurisdictional agencies.
2. All transmissions on the Mutual Aid talk group are analog transmissions and will be unencrypted. In the event that there is a disruption of the digital portion of the communications system, members shall use the Mutual Aid Talk Group.

301.1-13.14 Activation of the Orange Priority Alert Button

1. All portable and mobile radios are equipped with an orange priority alert button.
2. When an officer activates the priority alert button, it is assumed that the officer needs immediate emergency assistance.
3. The zone dispatcher is alerted via repeat beeping alert and a flashing terminal display that a particular radio's priority alert button has been activated.
4. The following procedures shall take place if a member activates the priority alert button:
 - a. The member shall immediately notify the zone dispatcher if the priority alert button was unintentionally activated. If the member does not initiate communications with the zone dispatcher immediately after activating the priority alert button, the zone dispatcher will query the particular unit by asking, "Unit requesting Priority Alert?" If it was accidental, the member will respond, "(Radio Code), Accidental." Example: "Scout 10-2, Accidental." Any other response or non-response will result in the zone dispatcher assigning units to assist the unit to the last known location of that particular unit.
 - b. Priority situations take precedence over all other business. If a member has a priority message and is able to talk, the following transmission should be made to the zone dispatcher: "Priority, (location), (Radio Code)." Example: "Priority, Livernois and Fenkell, Scout 10-2." The member shall communicate the type of priority situation to the zone dispatcher as soon as possible.
5. Members must be aware of the following information regarding the activation of the priority alert button:

301.1 Radio Procedures

- a. Activation of the priority alert button does not advise the zone dispatcher of the officer's location. An officer who is unable to complete a radio transmission cannot be automatically located by activating the priority alert button. Officers should use good judgment when using this procedure since repeated unnecessary use will cause the activation to be viewed with reduced importance.
- b. When the priority alert button is pushed, that radio is automatically given priority over all other radios in the talk group and all other calls "in queue" that are not "emergency" calls. If more than one priority alert button is activated, each priority alert call will be placed "in queue" ahead of all other calls and handled in order based upon the time received.
- c. The priority alert button feature works differently on those talk groups that are not monitored by a zone dispatcher. Those specialized commands that utilize encrypted radios shall have a member at the command base that will monitor the base's communication center. Should a member who is utilizing an encrypted radio activate the priority alert button, the member monitoring the base's communication center will be contacted by the Communications Section to ascertain the location and status of the member and determine what, if any, assistance may be needed.

301.1-13.15 Clearing Activation of the Orange Priority Alert Button

To clear the activation of the orange priority alert button, press and hold the button for about one (1) second until a tone sounds. The Communications Section does not have the capabilities of resetting a radio after the activation of an orange priority alert button on non-encrypted and encrypted talk groups. The radio will remain in an "emergency mode" until the member resets the affected radio.

301.1-13.16 Identifying a Unit Activating the Orange Priority Alert Button

1. To identify a non-encrypted radio user who has activated the orange priority alert button, the following procedure shall be followed:
 - a. The Daily Detail shall be emailed to the Communications Section at the start of each tour of duty;
 - b. Each mobile radio's identifying code (the code # that appears in the display when the PTT button is keyed) shall be listed next to or under each respective scout car code on the Daily Detail; and
 - c. The identifying code of each member's assigned portable radio (the code # that appears in the display when the PTT button is keyed) shall be listed next to or under the member's name.
2. To identify an encrypted radio user who has activated the orange priority alert button, the Daily Detail, which lists each mobile and portable radio assigned, shall be emailed to the Communications Section at the start of each tour of duty.