



Effective: 07/30/2000
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 7-3**

RADIO PROCEDURES AND OPERATIONS

- SUBJECT:** Police officers, parking officers, and community service officer's on-duty have access to the communications center through the use of a mobile and/or portable radio unit.
- PURPOSE:** The accurate and timely routing of information is critical to the effective operation of any law enforcement agency. The purpose of this order is to outline the procedures and functions of radio communications for the Communications Center and all Department personnel.
- POLICY:** Handling pertinent information exchanges efficiently is an essential element of the Communications Center. The radio communication system provides our on-duty personnel with the necessary tools to ensure a comprehensive field-reporting program and enhance the safety of all officers in the field.

PROCEDURE:

I. Radio Functions

- A.** On a 24-hour basis the Department's Communications Center operates an 800MHz/VHF multi-channel two-way radio system, allowing continuous communication between the mobile and/or portable radio units, and communication back and forth with the base station. [CALEA 81.2.2]
- B. Radio Equipment Specifications and Definitions [CALEA 81.3.4]:**
1. Repeater/Base Station – The radio equipment located on the University Police roof, the roof of College Park and the Library Penthouse.
 2. Mobile unit – The radio equipment mounted in a police vehicle.
 3. Portable unit – A Pac-set radio that can be carried by patrol, parking and/or community service officers.
 4. The Department's radio system has an assigned radio frequency 153.740 MHz in the VHF band and 868.575 MHz in the 800 MHz band.
 5. The Department's mobile and portable radios can access regular communications with other law enforcement or referral agencies. The Orange County 800MHz Police and Fire system is a Countywide Coordinated Communications System (CCCS).
 - a. The Orange County landline can access surrounding Police Department Dispatch centers.

- b. During special events on campus where inter-agency communications are necessary, 800 MHz C Mars can be used with other law enforcement agencies.
6. An 800 MHz repeater and a VHF base station are located on the roof of the station, on top of College Park and on top of the Library. The repeater stations, mobile, and portable units have reliable communications within 30-miles of the University.
7. In order to maintain reliable communications between units at the Irvine Campus and other locations where the primary repeaters do not service, the Dispatch Center has established a radio patch between the CMARS Blue frequency and the UPD's Primary 'Green' frequency. This radio patch allows any transmissions made between CMARS Blue & UPD-Green to be automatically transmitted.

II. Radio Communication Procedures

- A. All Department radio operations will be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements.
[CALEA 81.1.2]
- B. The General Services Agency of the County of Orange, California, publishes the Official Radio Code Book in handbook form. All official operational policies contained within the handbook were officially adopted by the Orange County Chiefs of Police and Sheriff's Association on April 4, 1973 and subsequent dates. This handbook provides a uniform code and procedures, which facilitate communication, cooperation and coordination among the different Public Safety agencies within the County of Orange. [CALEA 81.2.4d]
- C. Radio Communications must be conducted in a clear, concise, businesslike manner using the following guidelines:
 1. Be aware that police communication frequencies may be monitored by anyone. The policies and procedures set forth in the Official Radio Code Book will be followed at all times.
 2. Use the 10 Codes, Response Codes and Dispatch Codes whenever possible. Use the Phonetic Alphabet for spelling unusual names or locations.
 3. All officers will maintain radio contact while out in the field, unless the Dispatcher has acknowledged them as off the air.
 4. All patrol and community service officers MUST notify the Communications Center of the following situations
[CALEA 81.2.4a]
 - a. When they go in-service, whether they are in a car, on bike patrol, or on foot patrol.
 - b. When on a break or their lunch break, or they exit their vehicles for any extended period of time.
 - c. When they arrive at a call or on scene.
 - d. Location and status as requested by the Dispatcher, and
 - e. When they sign off at the end of their shift.

5. In the interest of officer safety, officers will notify the Dispatcher of their location and other relevant information on traffic stops, pedestrian and building checks.
6. The Dispatcher will record the status of officers when out of service in the C.A.D. system. [CALEA 81.2.4b]

D. Radio Identification Call Numbers

1. The Department's Base Station is identified by the assigned radio call numerical code thirteen (13) among Public Safety agencies in Orange County.
2. Sergeants are assigned a "Sam" Number and Dispatchers a "Delta" Number between 1 and 99. Officers are assigned a three (3) digit radio call identification number between 000 and 699 as follows [CALEA 81.2.4c]:
 - S1 to S99 - Sergeants
 - A1 to A99 - Administrative Personnel
 - M1 to M99 - Motor Officers
 - R1 to R99 - Records Personnel
 - D1 to D99 - Dispatchers
 - 100 to 199 - Command Officers
 - C1 to C99 - Corporals
 - 300 to 399 - Patrol Officers
 - 400 to 499 - Community Service Specialists
 - 500 to 599 - Parking Officers
 - 600 to 699 - Community Service Officers
 - 700 to 799 - Community Service Reserves
 - 800 to 999- Open
3. The Base Station will always identify any transmission it sends or responds to with their assigned radio number. All radio transmissions to the base station or other officers will begin with the transmitting officer's identification number.

E. Criteria for Officer Response [CALEA 81.2.4e]

1. The level of seriousness and officer safety will aid the dispatcher in determining the number of officers needed to respond to any incident as reflected in the following:
 - a. Two or more officers will respond to all reports of crimes in progress and bomb threats.
 - b. One officer will be dispatched to all reported incidents unless circumstances of the situation suggest the need for more.
 - c. Two or more officers will be sent in response to any incident that has just occurred, with possible suspects in the area.
 - d. For reports of incidents that have occurred previously and require an officer to review the scene, one officer will be dispatched.
 - e. After arriving at the scene, the responding officer has the responsibility of evaluating the scene and determining if

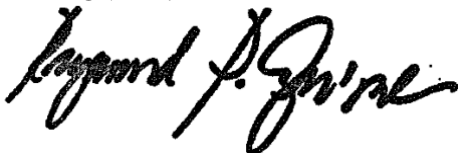
additional officers are needed. Officers will be dispatched as requested and available.

- f. When the Communications Center receives an emergency priority call, either from an officer or the public the following guidelines will be used [CALEA 81.2.4g]:
 - 1) The radio alert tone will be activated prior to dispatching any significant crimes in progress, major accidents, or situation where an officer requests help.
 - 2) The CSUF Green 800 MHz radio channel will be closed to emergency traffic only, as long as designated by the radio priority channel marker.
 - 3) Information will be transmitted in short bursts to allow for all radio traffic of the emergency.
 - 4) The dispatcher must remove the radio patch between CMARS and UPD-Green to ensure radio traffic does not overlap.
 - 5) Officers not involved in the emergency will be advised to conduct routine traffic on C Mars Blue radio channel until the dispatcher notifies that normal traffic can resume on the main channel.
2. Any incident information that is considered to be of a serious nature that is received at the Communications Center will be immediately reported to the Watch Commander. [CALEA 81.2.4f]
3. When circumstances dictate that the presence of a patrol supervisor is required on scene the primary responding officer will make the request. [CALEA 81.2.4f]
4. Incidents requiring a supervisor response include, but are not limited to [CALEA 81.2.4f]:
 - a. Traffic accidents involving on-duty Personnel or a Department owned vehicle.
 - b. Potentially volatile situations.
 - c. Major incidents, requiring response of Investigators or outside agency personnel, such as:
 - 1) Homicides or Suicides.
 - 2) Any death or serious injury accidents.

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