

POPE SECURITY & INVESTIGATIONS, LLC-PSI

TITLE	:	Radio Procedures
GENERAL ORDER NUMBER	:	009
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	Security Officers

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for radio communications in PSI operations.

II. BACKGROUND

Every time a radio transmission is made, PSI is being advertised to all listeners, both within the communications system and to the listening public. A standard, efficient radio procedure is necessary for broadcasting information, dispatching equipment, and maintaining good public opinion.

The purpose of a communication system is to rapidly and accurately handle official dispatches, messages and information between mobile units and their posts and between posts.

III. POLICY

Radio Communications Methods

PSI does not employ the ten signals codes, but rather, use "clear speech" or "plain language" to facilitate understanding of communicated information.

1. Approved Radio Transmissions-officers making transmission between headquarters and cars in the field, or vice-versa, shall adhere to the following standards:
 - a. Limit all radio communications to the minimum practical time, consisting only of official business.
 - b. Remain reserved and refrain from transmitting any false calls or distress signals, superfluous and/or unidentified communications, uncivil, emotional, derogatory or obscene remarks.

- c. Know what they are going to say before transmitting.
- d. Pronounce words slowly and distinctly.
- e. Use the phonetic alphabet when spelling names or words:

(A) Alpha	(B) Bravo	(C) Charlie
(D) Delta	(E) Echo	(F) Foxtrot
(G) Golf	(H) Hotel	(I) India
(J) Juliet	(K) Kilo	(L) Lima
(M) Mike	(N) November	(O) Ocean
(P) Papa	(Q) Quebec	(R) Romeo
(S) Sierra	(T) Tango	(U) Uniform
(V) Victor	(W) Whisky	(X) X-ray
(Y) Yankee	(Z) Zebra	

- f. Avoid pauses in speech with the microphone keyed.
- g. Avoid excessive repetition.
- h. Use words or phrases that convey a definite meaning.
- i. Avoid unnecessary comments or conversation.
- j. Pause between sentences to allow emergency traffic access.
- k. Use the telephone to avoid nonessential or lengthy transmissions.
- l. Be professional and courteous.
- m. Refer to other officers by call numbers. These procedures for radio message handling shall ordinarily be followed, however, when this is impossible, the delivery of information is more important than the procedure.

2. Radio Discipline:

- a. Officers shall keep radio traffic brief and concise.
- b. Officers shall answer radio calls promptly.
- c. Arguments, profane or abusive language over the radio are prohibited.

IV. REVIEW OF PROCESS

- 1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
- 2. This order shall remain in effect until revoked or superseded by competent authority.