



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIVISION OF COMMUNITY RISK REDUCTION SERVICES

DIRECTIVE

Date: March 6, 2007

Number: 07-10

TO: All Fire and Explosive Investigations Section Personnel
FROM: Division Chief Michael T. Love *Michael Love*
SUBJECT: Adoption of Montgomery County Police Department Function Codes 252 and 950

When using the Montgomery County Police radio communications system, MCFRS Fire and Explosive Investigations personnel must comply with:

- MCP Function Code 252, *Radio Communications*, March 24, 2004, and
- MCP Headquarters Memorandum 05-07, *Plain English Radio Protocol*, August 1, 2005.

MCFRS Fire and Explosive Investigations personnel also must comply with:

- MCP Function Code 950, *Emergency Response to Hostage, Barricade, and All Life-Threatening Situations*, July 25, 2003, as appropriate to the situation.

When a new MCP Department Directive/Function Code or Headquarters Memorandum is issued that affects the Function Codes above, the Fire and Explosive Investigations Section Chief will determine its applicability, and will amend this Directive as required.



RADIO COMMUNICATIONS

FC No.: 252

Date: 03-24-04

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Duties and Responsibilities
- III. Radio Procedures and Protocol
- IV. Anonymous, Reluctant, and Sex Crime Complainants/Victims
- V. Radio Lookouts
- VI. Requests for Assistance or Service from Other Agencies
- VII. Signal 10-3
- VIII. Calls Originating from Hospitals
- IX. *Calls Involving Injured Children*
- X. Proponent Unit
- XI. Cancellation

I. Policy

The police radio is a vital resource and tool in the operation and safety of police officers and the public. Like all resources, radio airtime must be used in an efficient manner. The police radio communications system will be used for official business only. Department employees will operate the radio equipment in a professional manner at all times. Radio transmissions will be brief and concise and in accordance with radio protocol. Officers *will use data terminals and telephones in lieu of the radio when appropriate.*

II. Duties and Responsibilities

A. Dispatcher

1. The primary responsibility of the dispatcher is to dispatch calls for service and maintain accurate unit status for all officers on-duty in the district or operating on the radio channel. Computer queries and requests are a secondary responsibility. Authorized requests and queries from field personnel will be honored when airtime and resources permit.
2. The dispatcher will not make tactical decisions. The patrol supervisor, or senior officer, will be notified of the request for tactical assistance and direction.

B. Police Telecommunicator Supervisor

The Police Telecommunicator Supervisor (PTS):

1. Has supervisory authority/responsibility for personnel in the Communications Division.
2. Is responsible for ensuring communications personnel are in compliance with all department/division policy and procedure.
3. Has authority to approve/deny requests for additional dispatcher-staffed radio channels.
4. Is responsible, along with the patrol supervisor, for maintaining radio protocol and proper decorum.
5. May be contacted at (240) 773-7070.

C. Operations Manager

The Operations *Manager has the direct responsibility for the daily shift operations to ensure the mission of the Communications Division is performed in an effective and efficient manner. The Operations Manager is authorized to take any action necessary to maintain operational productivity and has the authority to reverse any decision made by any shift supervisor (PTS).* The Operations *Manager* is responsible for coordinating Emergency Communications Center (ECC) operations with other departmental and outside agencies. The Operations *Manager* may be contacted at (240) 773-7070.

D. Communications Director

The Communications Director is the custodian of all communications records. The director is responsible for the unit radio designation system and line-ups in the CAD. Personnel requesting new unit radio designations will submit a memorandum to the director indicating the requested designation, officer's name, ID#, vehicle stock number, and coverage, if applicable, at least one week in advance of the planned implementation.

E. Patrol Supervisor

The patrol supervisor is responsible for ensuring proper deployment, radio protocol, and compliance with all departmental rules, policies, and procedures. Supervisors will ensure the *roster* and shift assignments are entered into the CAD no later than the start of the shift. *Supervisors will ensure that all officers are logged on to CAD by the beginning of the shift, with updated vehicle assignments, and remain logged on for the duration of their tour.*

F. On-Duty Operational Personnel

1. ***Controlled Units operating on a dispatch talk-group*** will inform ECC of their unit status at all times. Patrol officers who share a vehicle and ride together will be assigned one unit designation.
2. ***Officers will indicate their 10-5 time via the Mobile Data Computer (MDC) or the radio*** as this data is critical to collecting workload data and enforcing the county alarm ordinance.
3. Officers assigned to specialized units who have been granted permission by their supervisor/unit commander to travel out of the county (e.g., training, court, transports) do not have to notify ECC of their status.
4. Officers executing search warrants or conducting covert operations (e.g., raids, stakeouts) will notify ECC by calling ***(240) 773-7070*** in advance of the assignment and provide the car numbers of the units involved, the name and unit radio designation of the officer in charge, and approximate times/duration. ECC will be notified at the conclusion of the detail so units can be cleared from the CAD system.

G. Off-Duty Personnel

1. Off-duty officers operating a police vehicle will monitor the radio ***dispatch talk-group*** in the district in which they are traveling. Officers will call out of service when officer safety is a concern (e.g., suspicious persons, traffic stops, assisting other units) on the ***talk-group*** in which they are located. All officers will inform the dispatcher when the activity concludes (e.g., 10-8 from code 54).
2. Off-duty units will not call out of service over the radio for:
 - a. Appointments out of county.
 - b. Routine appointments (e.g., State's Attorney, Medical Section).
3. If an off-duty appointment continues into regular work hours, the officer will notify the officer's station/office and advise their status and location. ***This notification will not be made via the dispatcher.***
4. Officers attending court off-duty prior to their regular work day will not call out with their on-duty car number or notify the PSA. Officers are responsible for notifying their supervisor by telephone or memo prior to the court appearance; therefore, the supervisor will indicate their status when entering the line up on the day of the officer's court appearance.

II' Radio Procedures and Protocol

A. Official Business Use Only

The police radio system will be used for official business only. FCC regulations prohibit misuse (including profane language, inappropriate transmissions, clicking microphone buttons, intentionally covering other users, etc.) of public safety radios ***or MDC's***. Radio misuse is a serious and potentially dangerous breach of safety protocol, which will not be tolerated. Idle or personal conversations are prohibited. Supervisors are responsible for maintaining radio protocol and identifying individuals misusing the radio. Employees identified misusing the radio, ***MDC***, or radio system will be subject to disciplinary action. (CALEA 81.1.2)

B. Brief and Concise

Radio transmissions will be brief and concise, using ten signals and phonetic alphabet when necessary and appropriate classification and clearance codes. While on-duty, officers will use the unit designation given to them for their assigned area. ***When operating in a mutual aid environment, ten signals will not be used.*** (CALEA 81.2.5.c)

C. Acknowledging Messages

Radio messages will be acknowledged promptly. ***When automated dispatch is not available***, officers will record, in writing, addresses, suspect descriptions, etc., prior to acknowledging receipt of the message. Repeated requests for address numbers, physical descriptions, and other information previously transmitted is a waste of airtime especially at a point when officers are approaching the call and safety should be of the utmost concern.

D. Telephone Use Instead of Radio

Officers making notifications and other routine communications will use the ***MDC or*** telephone in lieu of the radio whenever that option is available such as at the station, hospital, or premise (provided using the phone does not contaminate a crime scene).

E. Contacting ECC

When contacting ECC, officers will use (301) 279-8000. The emergency number 911 will only be used in an emergency or when ECC directs the officer to use 911. Supervisors and duty commanders will contact ECC at ***(240) 773-7070***. Officers using cell phones are prohibited from calling 911 to avoid phone charges unless they have an emergency. Requests by personnel to speak directly to the dispatcher, by telephone, will not be honored because it often interferes with

responsibilities of acknowledging radio transmissions. A call taker will take a message for the dispatcher if necessary and send it to the dispatcher who may respond as time permits. (CALEA 81.2.9)

- F. Criminal History Requests
Criminal history information will not be requested via the radio *system*. Criminal History Records Information (CHRI) is protected under Maryland law and does not meet dissemination criteria. (CALEA 81.2.9)
- G. Vehicle Information Requests
1. Dispatchers will honor requests from officers for the following vehicle related information:
 - a. *Year/make/model of vehicle*
 - b. *Expiration date*
 - c. *Owner name and address*
 - d. *Any flags*
 2. Dispatchers will not honor requests from officers for the following:
 - a. Driving record histories
 - b. Driving point totals
 - c. Insurance company name and policy number
- H. PIC Notification of Relatives
Officers on the scene of a PIC will not request that ECC notify relatives of persons involved in the collision; hospital staff will notify relatives. Officers are discouraged from requesting that PSAs make routine notifications, via ECC, on behalf of citizens.
- I. CAD Terminal Use
Officers who are at the station or office will use the CAD terminal to enter a line up or change their status unless the CAD terminal is out of service. Officers will NOT use the direct line or (301) 279-8000 to make status changes.
- J. Switching Talk-Groups
Controlled units will notify the dispatcher when they switch from their primary *talk-group* to another *talk-group* that prevents monitoring the primary *talk-group*. Officers entering another district *to assist other* officers in another district will switch to the *talk-group* of the district being entered.
- K. Unacknowledged Radio Contact
If the dispatcher is unable to make radio contact with an officer after three attempts, the dispatcher will advise the officer's supervisor and announce a lookout for the officer on the primary *talk-group*. If the officer's supervisor is not available, any on-duty district supervisor will be notified. The dispatcher will also notify the ECC supervisor of the lookout. *The ECC supervisor will attempt to page the officer's portable and/or mobile radios to make contact.* The patrol supervisor will take appropriate action to locate the missing officer and cancel the lookout when the unit is accounted for.
- L. Sequential Welfare Checks
When ECC conducts a sequential welfare check of all units on the *talk-group*, officers will promptly acknowledge, via the radio, with the appropriate ten signal.
- M. Code 54 and Code 26
Officers calling out Code 54 or Code 26 will do so by initially announcing their car number and the activity code ("2 Baker 1, Code 26" or "Motor 551, Code 54"). The dispatcher will acknowledge the unit and the officer will then provide a location and other pertinent information concerning unit status. The officer may indicate the need for backup at this time. *Officers can use the MDC to hold themselves out of service.*
- N. Requesting Computer Checks
Unless the officer specifically asks for MVA information only, the dispatcher will check wanted/stolen status on all requests (except 10-23's by license number and state). Officers should utilize their MDC as appropriate. Officers will initially announce the type of computer check they intend to request ("4 Henry 2 for a 10-23 and 10-29" or "8 John 3 for a 10-29"). When the dispatcher advises to proceed with the request, the officer will state in the following order:
 1. 10-23 or 10-29
 - a. Last name, first name, middle initial
 - b. Race (use White, Black, Asian, Indian or Unknown)
 - c. Sex
 - d. DOB
 2. 10-28
 - a. State of registration
 - b. Tag number (if out of state, provide tag year and vehicle type) or VIN (provide make of vehicle)
 3. *Local 10-29 on a person must be requested by the officer to the dispatcher over the air.*
 - a. *Last name, first name, middle initial*
 - b. *Race (use White, Black, Asian, Indian, or Unknown)*
 - c. *Sex*
 - d. *DOB or approximate age*
- O. Computer Requests

If MILES/NCIC is down, the dispatcher will not hold the request until the system is operational. Officers should not ask for returns. *When the system returns to an operational status, officers may reinitiate the request. Officers are encouraged to run their own computer requests through the MDC.*

P. Signal 10-50 Radio Procedure

1. Officers signaling a 10-50 or 10-51 are encouraged to provide location/car number, if possible, to eliminate possible confusion.
2. When a 10-50 is signaled, the dispatcher will:
 - a. Activate the alert tone.
 - b. Broadcast the 10-50 on the *talk-group* of the district involved including location of the incident/officer.
 - c. Advise Code 3 response and provide directions.
 - d. Acknowledge the first two responding units.
3. When the dispatcher has verified two units are en route, a 10-3 will be placed in effect. The first two units arriving will advise they are 10-5 and will relay information as necessary. All other units refrain from using the radio unless they have vital information or another emergency. The dispatcher will provide important updated information from units on the scene.
4. The dispatcher will rebroadcast the 10-50 and location on the *talk-group* of the district involved if, after 30 seconds, the situation remains unchanged. There is no need for units to acknowledge.
5. Only a supervisor or officer on the scene may lift the 10-3. The supervisor or officer will then advise the dispatcher of the car numbers of officers being held at the scene.
6. When a 10-50 is broadcast near the boundary of an adjoining district, or the emergency is not shortly resolved, ECC will *automatically notify the adjoining district*. The adjoining district patrol supervisor will select units to respond if necessary.

Q. Signal 10-60 Procedures

1. *When an officer receives a "hit" via their MDC, they will advise the dispatcher on the air if they need assistance and their status (if not already being held out).*
2. *Once an officer has verified the subject/vehicle in question is the same as the "hit," the officer will request, on the air, for the dispatcher confirm the hit as either urgent or routine.*
3. *The dispatcher will print the "hit" forwarded from the MDC or "hit" information provided*

by an officer. It will then be faxed to MRC, Records Division, or the Warrant Control Section (WCS) as applicable. Time and radio traffic permitting, the dispatcher may confirm "hits" through Records Division or WCS by phone.

4. *MRC and Records will send the confirmation response to the dispatcher by sending a message on the CAD directly to the appropriate district. WCS will relay the response by calling on the direct line and relaying the information through the call taker.*

R. Emergencies Involving Montgomery County Fire and Rescue Services (MCFRS) Personnel

Emergency requests for assistance from MCFRS will be dispatched as a "Signal 3 - Assist Fire/Rescue Personnel in Trouble." The call will be preceded by the alert tone and assigned a Code 3 response. Additional details regarding the incident (weapons, injuries, etc.) will be broadcast when available. This procedure will be followed only when MCFRS personnel believe they are in immediate danger of serious bodily harm.

S. Notification of Covert Operations

Regarding search warrants, raids, stakeouts, or other covert operations:

1. *Officers will call ECC at (240) 773-7070 and direct ECC to notify the duty commander of the covert operation.*
2. *ECC will make notification via secure talk-group, MDC, alpha-numerical pager or telephone.*
3. *The existence and status of the operation, particularly address, will not be broadcast over non-encrypted talk-groups.*

T. Dispatching of Police Units

Units will be dispatched on all *events* where screening of the call indicates that the presence of an officer is needed. Other calls will be handled by the Telephone Reporting Section or referred to the appropriate county agency. (CALEA 81.2.7.b)

U. Witness Information Received in ECC

When witness information is received in ECC, the names, addresses, phone numbers, etc., of witnesses will be recorded in the CAD system in the event this information is needed later. Generally, this information is available for *six* months and is then purged.

V. Contacting the Complainant

Unless directed otherwise, officers will see the complainant on calls where complainant information is *included in the call entry screen*.

Officers will advise a clearance code as soon as practical.

- W. DUI/DWI In Progress
Reports of DUI/DWI in progress will be dispatched to a specific unit and not be handled as "check on patrol" *unless the patrol supervisor so directs*. The call taker will obtain as much information as possible and forward the call. A broadcast will be made in the adjoining district if the direction of travel indicates. The call will require a clearance.
- X. Miscellaneous Traffic/Parking Complaints
Officers assigned miscellaneous traffic and parking complaints may provide a clearance and handle the assignments on a "check on patrol" basis as time permits.
- Y. Telephone Surveillance Alarms ("10 Signal")
When a "10 signal" alarm is activated at the district station, the PSA will provide ECC with the street address and business name or location. The dispatcher will provide the responding officers with this information *via silent dispatch*. *An announcement will be made via the voice radio advising that the responding units are handling a "Code 3" call and which beat it is in (e.g., "7J11 and 7J1 are responding for the Code 3 call in J1 beat"). Dispatch information will be provided via MDC. If the MDC dispatch system is not available to the units recommended to respond, the call will be dispatched as any other "Code 3" call with all information being given via voice radio.*
- IV. Anonymous, Reluctant, and Sex Crime Complainants/Victims
- A. Anonymous Complainant
An anonymous complainant is one who refuses to give the call taker a name, address, and phone number.
- B. Reluctant Complainant
A reluctant complainant is one who provides their identity, but requests the information be kept confidential. The dispatcher will not broadcast, *via voice radio*, the identity of a reluctant complainant. The officer may obtain the identification information via *MDC* telephone (301) 279-8000.
- C. Sex Crime Complainants/Victims
The dispatcher will not broadcast the identity of a sex crime complainant/victim *via voice radio*. If an officer *is unable to receive this information via the MDC, the officer may* call (301) 279-8000.

V. Radio Lookouts

- A. Lookouts must be timely, complete, and accurate to serve as an investigative aid; lookouts for fleeing suspects may serve as probable cause for arrest. Routine lookouts (e.g., missing persons, runaways, PDC hit-and-run occurred earlier, etc.) will be dispatched whenever air time permits and not when units are involved in a call of a serious nature.
- B. Types of Lookouts
1. Officers may place lookouts for individuals wanted for a specific crime or a vehicle when probable cause for arrest without a warrant exists. Lookouts must state the specific crime and must be associated with a written report.
 2. Officer welfare lookouts are permissible, but will not be used in lieu of a lookout for an individual who is wanted for a specific crime. Due to the potential danger to officers, welfare lookouts will be broadcast on all *district dispatch talk-groups*. (CALEA 41.2.5)
 3. Lookouts for crimes where no probable cause for arrest exists (stop and obtain information) may be broadcast, but the initiating officer is responsible for clarifying there is not sufficient information to arrest. The following phrase is to be included with the lookout: "No probable cause exists for arrest." All relevant information regarding the crime will be included. This category includes crimes for which probable cause exists but arrest without a warrant cannot legally be made. This type of lookout must also be associated with a report number.
 4. Traffic lookouts will be self-canceling at the end of the initiating officer's tour of duty unless a report is written.
 5. Stolen vehicle lookouts will be broadcast only under the following conditions:
 - a. Vehicles stolen within one hour of notification to ECC.
 - b. Vehicles that have outstanding or unique characteristics regardless of when the theft occurred.
 - c. *If the broadcast may significantly increase the likelihood of recovery of the vehicle in question, an officer will review with their supervisor who will authorize the lookout.*
 6. All broadcasts will be done as soon as possible on all *district dispatch talk-groups*.
- C. Procedures for Placing and Canceling Lookouts
1. When an immediate broadcast is necessary, officers will notify the dispatcher in the

following manner: "Car (state your unit), a lookout for (state the charge)." The dispatcher will advise all units to copy a lookout and direct the unit to proceed. *After a broadcasted lookout has been placed, the officer will enter it via the MDC for future reference.*

2. When an immediate radio broadcast is not necessary, officers will provide the information to ECC on (301) 279-8000 *or via their MDC.*
3. Officers will telephone other jurisdictions themselves for investigative checks.
4. Radio lookouts are retained in the CAD system for *six* months.
5. The arresting/recovering officer is responsible for canceling lookouts.
6. A patrol supervisor will resolve questions about the propriety of a lookout.

VI. Requests for Assistance or Service from Other Agencies

A. Assistance of MCFRS Services

Officers must provide the following information, if available, when requesting assistance:

1. Traffic and non-traffic related injuries:
 - a. Location
 - b. Number of persons injured
 - c. If the person is conscious/unconscious
 - d. Nature of the injuries
 - e. Whether the person is trapped
2. Fires, explosions, etc.:
 - a. Location
 - b. Intensity of the fire (e.g., smoke, fully involved)
 - c. Type of structure
 - d. Whether a person is trapped
3. *Any Hazards to MCFRS personnel.*

B. Assistance for Traffic Signal Malfunctions

The Traffic Management Center (TMC) will be notified of any malfunction prior to dispatching a police unit. If TMC is unable to fix the problem, ECC may dispatch a unit.

C. Crossing Jurisdictional Lines (Other Than Hot Pursuit)

1. When entering neighboring jurisdictions, on-duty units will notify ECC of their destination, car number, and authorization. Refer to section II.F.3 for exceptions.
2. In exigent circumstances (e.g., surveillance of criminal suspects), an officer will notify ECC. ECC will then notify the neighboring jurisdiction and the appropriate executive officer.

3. In criminal investigative matters, officers will request assistance from the neighboring police jurisdiction via the telephone.
4. In all cases, ECC will be notified upon the return of the officer(s) to the county.

VII. Signal 10-3

A. An officer or dispatcher involved in an incident may request a "10-3" when an emergency exists. When the emergency circumstances have lapsed, the 10-3 should be lifted. Only an officer on the scene can cancel a 10-3.

B. Alternate Channel

1. If a 10-3 is in effect and is likely to remain in effect for an extended period of time, the dispatcher will notify the ECC supervisor and/or the patrol supervisor about the need to designate an alternate *talk-group* for units involved in the incident. *The primary purpose of the dispatch talk-groups is the normal operations of the police districts. Dispatch operations should not be moved to any other talk-group.*
2. *Incidents will usually be moved to an available tactical (TAC) talk-group. If there is no available TAC talk-group or the incident is so large as to require multiple talk-groups, the police incident (PINC) talk-group will be used.*

VIII. Calls Originating from Hospitals

To eliminate multiple dispatch of routine calls and to define responsibility, the department will thoroughly investigate calls from hospitals in Montgomery County and hospitals adjacent to the county (e.g., Sibley, Walter Reed) when the event occurred in the county.

1. When an on-scene investigation is necessary, ECC will dispatch a unit from the district of occurrence to the hospital. This unit will be responsible for initiating the event report.
2. When hospitals report incidents of a routine nature that merely require documentation, the district in which the hospital is located can usually handle them.
3. The key should always be whether or not an on-scene investigation is necessary. The officer at the hospital will make this determination. If a response is necessary from the district of occurrence, the officer will *contact the district of occurrence.*

IX. Calls Involving Injured Children

A. *"Pediatric Injury" requires a simultaneous fire/rescue and police response to reports of serious medical emergencies involving infants and small children. The response code for this type is "Code 3."*

B. *Responsibilities of Patrol Officers
The purpose of the immediate police response to the scene is to identify cases of child abuse, neglect, or foul play as early as possible. When dispatched to a Pediatric Injury call, the initial responding patrol officer(s) will:*

- 1. Provide any necessary medical care.*
- 2. Conduct a preliminary investigation to determine the nature and cause of the injury(s).*
- 3. Protect the scene from contamination.*
- 4. Notify the appropriate investigative unit, if appropriate.*

C. *Child Transported from Scene
In cases when the child has been transported from the incident scene to a medical facility prior to police arrival, at least one patrol officer will respond directly to the incident scene.*

X. Proponent Unit: Communications Division

XI. Cancellation

This directive cancels Function Code 252, effective date 01-08-01, and Headquarters Memorandum 99-19 and 01-11.

J. Thomas Manger
Chief of Police



EMERGENCY RESPONSE TO HOSTAGE, BARRICADE, AND ALL LIFE-THREATENING SITUATIONS

FC No.: 950

Date: 07-25-03

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Definitions
- III. Command and Control
- IV. Emergency Response Team
- V. Responsibilities
- VI. *Timely Information Concerning Officer Safety*
- VII. Disposition of Subject(s)
- VIII. Reporting
- IX. Critique/Debriefing
- X. Proponent Unit
- XI. Cancellation

I. Policy

Every effort will be made to resolve life-threatening incidents through containment and negotiation before resorting to a tactical solution. The success of any *operation* hinges on the team approach, good communication, and the coordination of Emergency Response Team (ERT) operations under one commander. (CALEA 46.1.1)

II. Definitions

- A. Hostage Situation: When an individual or group takes hostages in an effort to effect an escape or to gain notoriety. Hostages may be taken as a result of a foiled crime, predetermined plan to attract attention, or because of an individual's mental derangement.
- B. Life-Threatening Situation: Any situation where personal safety or life is endangered (e.g., violent suicide attempts using a firearm or knife, jumpers, sniper incidents, and ambush incidents).
- C. Barricade: Any person who represents a threat to the safety of himself or others, or to the

property of others, or after the commission of a crime, attempts to avoid apprehension by taking refuge in a fortified location.

- D. High Risk Arrest/Execution of a Search Warrant: Those preplanned arrest situations involving great personal risk that will be handled by the SWAT team exclusively. The entire ERT will not be needed *unless the Director, Tactical Operations Division (TOD), elects to perform a "contain and call," at which time two negotiators will also be utilized.* An entire ERT response is required when a wanted subject refuses to surrender from a structure where K-9 may not safely enter.

III. Command and Control (CALEA 46.1.1)

The district commander, or designee, will initially be responsible as the Incident Commander. Upon activation and arrival of ERT, the Director, TOD, or designee, will assume command of the incident. The district commander and the Director, TOD, will collaborate throughout the incident; however the Director, TOD, will have final authority on all tactical decisions.

IV. Emergency Response Team

- A. The ERT consists of the following:
 1. SWAT
 2. Hostage Negotiators
 3. Tactical Support
 4. Tactical Medics
 5. Canine
 6. *TOD* Command Staff
 7. Media Services *when requested by on-scene personnel*
 8. Communications Specialists

- B. The ERT is available to respond to all hostage, barricade, and life-threatening incidents to contain the situation and establish communications with the subject(s).

V. Responsibilities (CALEA 46.1.4)

- A. Senior Ranking Officer

The senior ranking officer on the scene of a hostage/barricade/life-threatening incident will:

1. Evaluate the situation and determine the need for activation of the ERT by ECC.
2. Take immediate steps for the protection of innocent persons in the immediate area.
3. ***Request ballistic shields be transported from the district station to the scene and ensure that all personnel utilize cover (not just concealment), contain the individual, maintain visual contact with the subject when possible, and prevent escape.***
4. Officers shall maintain firearms discipline. Officers shall not fire at any suspect(s) except to defend themselves or other persons, or to provide cover for personnel engaged in evacuating wounded persons. Gunfire in the direction of officers who have adequate and safe cover will not justify the return of gunfire.
5. Isolate all witnesses and evacuated persons for identification and briefing.
6. Maintain the perimeter; do not allow the subject to leave the area or become mobile.
7. After requesting ERT, avoid negotiations unless:
 - a. Initiated by the subject.
 - b. ***Instructed to do so.***
 - c. ***Negotiations are already in progress.***
8. Brief the first supervisor or ERT member to arrive, and assist as needed.

B. Supervisor

The first on-duty supervisor on the scene shall ascertain the facts that led to a request for an ERT and may countermand the request for the team. However, in doing so, the supervisor shall be held strictly accountable for the decision. The supervisor shall:

1. Determine the need for modification of the ERT response. The decision to call out the ERT requires a full team response (hostage negotiators, tactical team, and command personnel). Should the supervisor believe that a tailored response is more appropriate (e.g., solely the SWAT team for a high-risk arrest), the supervisor will contact the ERT Incident Commander directly. The final authority for a tailored response lies with the ERT Incident Commander.
2. ***Give immediate consideration, in accordance with critical incident response training and personnel available, to the formation of a quick response team to intervene in an incident of life-taking in***

progress or where there is imminent danger of such an incident.

3. ***Evaluate the need for personal protective equipment (PPE) and communicate any such requirements to arriving officers.***
4. Establish a staging area a safe distance from the scene (preferably upwind) and consider parking for tactical personnel vehicles, SWAT truck, and Armored Personnel Carrier.
5. Establish a command post location or an area for command post vehicles (Field Comm I, SWAT truck, and 25 or more vehicles) in a safe area not in the direct line of sight of the incident.
6. Verify that the Duty Commander or district commander and the ECC supervisor have been apprised of the situation.
7. Appoint a specific person to receive and record critical information regarding the incident utilizing an MCP 615, "SWAT Operations Information Sheet."
8. Ensure that adequate uniform personnel are requested to control the movement of vehicular and pedestrian traffic and to secure the outer perimeter.
9. Ensure that all civilians in immediate danger are evacuated. Record the names and addresses of persons evacuated. In addition, do not allow civilians to negotiate with the subject prior to the arrival of the ERT.
10. Establish an outer perimeter beyond the danger area and ensure only police personnel are permitted through the outer perimeter.
11. Designate a media briefing area.
12. Brief the first ERT officer on the scene, provide this officer with a completed MCP 615, and brief the Duty Commander and Incident Commander upon their arrival.
13. Relinquish command of the incident to the Incident Commander and provide assistance in controlling the outer perimeter.
14. ***Based on the nature of the scene and the type of crime, if one was committed, request the appropriate ISB personnel.***
15. ***Account for all shift/patrol personnel.***

C. Other Responding Personnel (On/Off-Duty)

1. ***Officers shall wear their bullet proof vests during ad hoc, high risk assignments (e.g., other than normal risk or calls for service, including but not limited to civil***

disturbances, raids, and hostage situations) but shall not be required to wear them while awaiting to be activated for such actual assignments.

2. After a situation has been verified and contained, all police personnel responding to the scene shall physically report to the staging area for assignment, unless directed otherwise.

D. Communications Division (CALEA 81.2.6.g)

1. The dispatcher, upon being advised of the incident, shall immediately:
 - a. Notify the patrol supervisor.
 - b. Restrict all radio transmissions related to the occurrence to the primary district radio channel. Have all other district personnel utilize another channel unless otherwise directed by the Incident Commander.
 - c. Notify the ECC supervisor.
 - d. Dispatch additional units to assist as requested.
 - e. Relay the following information about the area of occurrence to responding units:
 - Unsafe streets or areas.
 - Location of staging area and/or command post.
 - The designated emergency response route and any connecting routes.
 - f. Establish and maintain communication with other agencies as necessary.
2. The ECC supervisor, upon receipt of a request for ERT, shall immediately activate the call-back procedures. (CALEA 46.1.4.b)

E. Incident Commander/Deputy Incident Commander

1. The Incident Commander will assume command of the incident immediately upon arrival and will be responsible for all decisions regarding the outcome of the negotiation process.
2. The on-scene supervisor and other appropriate personnel will brief the commander of the facts concerning the incident.
3. The commander will have total command of all department resources necessary during the course of the incident *and should utilize the Incident Command System to assist in the management of the event.*

4. All contact between the ERT and other department personnel will be coordinated through the Incident Commander.
5. The Incident Commander shall be responsible for fulfilling all necessary reporting requirements including the complete dialogue between the negotiator(s) and the subject(s), *if available.*
6. When the incident has been resolved and the scene secured, the commander will relinquish the follow-up investigation to the appropriate personnel.
7. The Incident Commander will determine the need for investigative personnel to respond.

F. Negotiation Team

The Negotiation Team will coordinate all communications between the subject(s) and the ERT. (CALEA 46.1.4.c, 46.1.4.m)

G. Special Weapons and Tactics Team (SWAT)

The SWAT team will:

1. *Assume responsibility for any quick response team plan that was established by patrol.*
2. Develop tactical plan(s).
3. When possible, relieve patrol officers and maintain the inner perimeter during the negotiation process.
4. Evacuate civilians as necessary.
5. When directed, take the appropriate tactical steps to safely resolve the situation.
6. At the conclusion of the situation, relinquish control of the inner perimeter and location of occurrence to district personnel.

H. Crime Scene Management

Based on the nature of the scene and the type of crime, if one was committed, crime scene preservation, collection of evidence, and processing and submitting all reports shall be the responsibility of the respective FSB personnel unless relieved by ISB personnel.

I. Media Services Division

If requested, Media Services personnel shall report to the Incident Commander. The Incident Commander, or designee, shall clear all press releases. The public information officer will maintain contact with media representatives for the duration of the incident. (CALEA 46.1.4.k)

VI. *Timely Information Concerning Officer Safety
(FOP Contract, Article 32)*

When appropriate the department shall ensure that unit members are given prompt notification of all vehicles, suspect, and conditions of which it becomes aware that may jeopardize officer safety.

B. Unless prohibited by law, the department shall ensure that unit members are given prompt notification of all vehicles, suspect, and conditions where it is reasonably likely that an officer acting in the officer's official capacity who comes into contact with such vehicle(s), suspect(s), or condition(s) would face greater than normal threat of death, injury, personal danger, or the need to use deadly force.

VI. Disposition of Subject(s)

SWAT personnel will effect arrests. All prisoners will be turned over to patrol or investigative personnel for transporting and processing. The subject(s) may be evaluated for a mental disorder as outlined in FC 921, "Emergency Evaluation of Mentally Disordered Individuals."

VII. Reporting

At the Incident Commander's discretion, the reporting responsibility may be assigned to the beat officer or the on-scene investigator.

IX. Critique/Debriefing

A. At the conclusion of an incident, an after-action critique will be held as soon as practical, with the time and location determined by the Incident Commander. (CALEA 46.1.4.o)

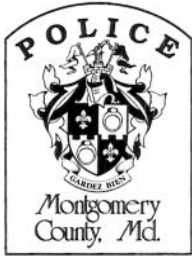
B. At the conclusion of the after-action critique, an after-action report will be submitted to the Chief of Police, via the Assistant Chief, FSB.

X. Proponent Unit: *Tactical* Operations Division

XI Cancellation

This directive cancels Function Code 950, effective date 09-08-98.

William O'Toole
Acting Chief of Police



HEADQUARTERS MEMORANDUM 05-07

File With: FC 252

Distribution: All

Date: 08-01-05

Subject: Plain English Radio Protocol

The events of September 11, 2001, and other critical incidents around the nation underscore the need for interoperable radio systems between departments. Updated law enforcement technology systems around the Washington, D.C., area provide us with the ability to communicate more effectively. Pursuant to a directive from the Department of Homeland Security, the Washington Area Council of Governments (COG) recently adopted a resolution calling for police agencies in the area to voluntarily eliminate the use of radio codes that are not deemed necessary for safe and efficient operations and to incorporate conversion to plain language dispatching.

Due to the habits formed by using "MCP speak" every day, a policy that calls for the use of plain English only during mutual aid situations falls short. The stress of pursuits, major events, and critical situations invites the use of the language that is most familiar. In order for plain English to become habitual, traditional radio protocols need to be abandoned so that plain English will become the norm.

Policy

Effective August 1, 2005, our department will stop using the majority of the 10-signals and status activity codes. These codes are to be replaced with standardized, plain English phrases. Attached are charts showing the conversion from the 10-signals/status activity codes to the plain English phrases that will be used. Included on the charts are the limited 10-signals that will continue to be authorized.

Officer Needs Assistance Calls

Signal 13 will replace the use of 10-50 for calls of "officer needs assistance." Officers will refrain from using the 10-50 code. Dispatchers will no longer use 10-50; however, they will continue to be trained to recognize it as it may inadvertently be used under stressful conditions. This adjustment will enable our department to use terminology that is consistent throughout the region.

Clearance Codes

Clearance codes will continue to be used when clearing a call. However, officers and dispatchers will not use these codes to dispatch calls or place lookouts as these are report classifications, not crimes.

Response Codes

Because response codes also differ from agency to agency, "Priority Response" will replace "Code 3" and "Routine Response" will replace "Code 1." These are generally understood by all departments.

Race Codes

MVA race codes will no longer be used. Officers will use plain English descriptors (i.e., white, black, Hispanic, Asian, unknown, etc.) when requesting information on an individual or placing a lookout.

J. Thomas Manger
Chief of Police

JTM:amg:ksp

These codes are authorized for use.		
Codes	Meaning	Notes
Signal 13	Officer in Trouble - Needs Immediate Help	10-50 will also be taught for officer safety reasons if used under stress.
Signal 3	Fire Rescue in Trouble - Needs Immediate Help	Standard MC DFRS Code
10-60	Wanted or Stolen is indicated, not confirmed	Precede with 'Possible' for sound-a-likes or 'Confirmed' when confirmation has been received.
10-61	Contagious Disease Exposure - Precautions Recommended	
10-70	Stay out of area, surveillance in progress	
Routine	Response Level for Normal Response	Old Code 1
Priority	Response Level for Expedited Response	Old Code 3
MO	Mental Observant	Most widely used term in DC Metro Region

Recommended Phrases to be Used	Old 10 Codes
"You're breaking up" "I can't copy"	10-1
"Receiving loud & clear"	10-2
"Restricted air for ____ (event location or specified unit)"	10-3
"Copy"	10-4
"On scene"	10-5
"Stand-by" "Busy"	10-6
"Log me off" "Out of service"	10-7
"Available" or "Clear"	10-8
"Repeat last" with explanation if required	10-9/10-11
"Request tow" (type if required)	10-13
"Transporting to ____" (Location/destination)	10-15
"Meet"	10-16
"Request duty commander"	10-19
"What is your location" For directions "From....." "Do you have directions?"	10-20
"Request field supervisor" "I need supervisor at my location"	10-21
"Cancel" "Disregard"	10-22
"License check"	10-23
"Contact the desk"	10-24
"Report to your station"	10-26
"Advise a phone number"	10-27
"Listing"	10-28
"Wanted check" "Check for stolen"	10-29
"Unable to comply with request"	10-30
"Welfare Check"	10-40
"Ok" (Must be preceded by a car #)	10-41
"Request assistance" or "Send me another unit [Routine or Priority]"	10-51
"Is your air clear"	10-62
"CAT alarm"	10-63
"Call _____"	10-86
"Radio check"	10-97

Recommended Phrases to be Used May be preceded by "Hold me out..."	Old Status Codes - Meaning
"Court"	11 - Court
"Serving summons"	19 - Summons service
"Assist" or "To assist" or "Out with"	22 - Assisting another unit
Serving warrant	24 - Warrant service
"Suspicious ____"	26 - Suspicious situation/vehicle/person
"Investigation"	27 - Investigation
"Writing reports"	28 - Report writing
"Transporting"	31 - Transport
"Out of county transport"	32 - Out of county transport
"Gas" or "Garage"	33 - Vehicle maintenance / refueling
"Detail"	51 - Detail
"Traffic detail"	52 - Detail - traffic
Specify "PDC", "Disabled", "Lights out", etc.	53 - Traffic problem
"Traffic stop"	54 - Traffic stop
"Community activity"	56 - Community policing / POP activity
"Serving EEP"	62 - Emergency petition service
"Serving attachment"	63 - Attachment
"Eviction"	64 - Eviction
"Ex Parte"	65 - ExParte service
"Hospital detail"	66 - Hospital guard detail
"For training"	90 - Training
"Supervisory duties" or "Supervisory activities"	91 - Supervisory/administrative duties
"Meal break"	92 - Meal break
"Admin" (To be used only when other events don't apply)	99 - All other miscellaneous activity