

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Radio Communications To and From Field Deputies		CHAPTER/SECTION NO.: 53.7	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 81.2.5		Revised 9/24/03	

53.7 Policy

53.7.1 WACDC will record the status of Deputies when they are on duty. Such records will allow the WEBER COUNTY SHERIFF'S OFFICE to evaluate non-patrol time for agency planning purposes, maintain a level of safety for the Deputies, and retain records of vehicles and persons stopped by Deputies.

53.7.2 Radio procedures

- A. To ensure that all patrol Deputies and the communications center are aware of all units, the radio may be utilized for all instances of calling in and out of service, unless on specialized assignments.
- B. All employees are assigned an agency employee identification number. In addition, deputies are assigned an individual radio call number by the Central Services Section Manager, based on agency assignment. When signing on duty, deputies will use the following procedure:
 1. notify dispatch using their radio call number AND provide their agency employee I.D. number.
 2. Dispatch will log the deputy into the Computer Aided Dispatch System (CAD) using the radio call number and employee I.D. number.

3. The deputy's radio call number will be used for any communication thereafter.
- C. General radio procedures to be used are as follows:
1. Deputies shall not be considered in or out of service until an acknowledgment is received from the dispatcher.
 2. Deputies, when calling out of service, for any reason, shall give the location of the call-out and the reason for it, unless on specialized assignment.
 3. Deputies assigned to radio equipped units, and when applicable, shall take their portable radios with them when they leave their vehicles for the purpose of maintaining contact with WACDC.
 4. Deputies shall, when calling dispatch, use their assigned radio call number and receive clearance from dispatch, prior to transmitting any message, other than routine notifications requiring little response (i.e. 10-41 or 10-60); or a call for help or other emergency situation.
 5. Investigative personnel will follow the procedure outlined in 53.7.2B,C unless those requirements are waived with approval of a supervisor, if the nature of their activities dictates restrictions on the release of pertinent investigative information.
- D. When dispatched to a complaint or incident the Computer Aided Dispatch System (CAD) has been programmed to send a certain number of deputies depending on the nature and immediacy of the call (determined by the Weber Area Consolidated Dispatch Center Operations Advisory Board). Priority 1 and 2 calls generally require two deputies to be sent.

1. This predetermination does not preclude a supervisor from directing how many and which deputies will respond, on a case by case basis.
2. **Priority 1 Calls:** Life threatening situation or where serious injury is believed to exist and immediate response is necessary.
3. **Priority 2 Calls:** Crime in progress or just occurred, where there is no known threat to life or serious injury, but may require immediate response for apprehension of suspects or timely gathering of evidence.
4. Types of calls typically requiring two deputies to be sent include but are not limited to:
 - a. most major in-progress calls involving threat of violence, injury, trauma, use of deadly weapon, or substantial property loss.
 - b. disturbances, domestic or other
 - c. large gatherings
 - d. alarms(robbery, house, business)
 - e. medical with violent behavior
 - f. 9-11 hangups

E. When called, patrol Deputies shall:

1. Respond to on-sight activity without delay, and notify the dispatcher of such action as soon as is practical so an incident can be prepared on such action. Notification before leaving the vehicle is preferred, provided it does not affect the Deputy's safety or efficiency.
2. Respond to radio dispatched calls for service by giving his/her radio call number, location and acknowledge he/she has received the assignment, inform dispatch of his/her arrival at the

scene, and inform dispatch that he/she is clearing the scene.

3. Keep radio traffic between units at a minimum unless:
 - a. An interchange of information between units is necessary to accomplish a police objective.
 - b. Several items of information must be exchanged between the units, and it would be impractical for the dispatcher to relay the information or for the units to meet and exchange the information.
4. Deputies should not leave their assigned communities or go to cover calls unless directed to do so by the supervisor.
5. To aid in keeping the air clear for emergencies and for dispatching calls, the telephone will be used for the purposes of:
 - a. Providing the communications center with lengthy descriptions and details intended for broadcast to all units. If this is not practical and time is of the essence, the Deputy may transmit such information.
 - b. Providing the communications center with pertinent information relating to the availability of staffing, special assignments, etc., by supervisory personnel.
6. Deputies shall not inquire for specific ordinance sections to cover violations. Deputies are expected to have this information with them, when on duty. Deputies in the field should refrain from having dispatch make personal phone calls for them except when it is absolutely necessary.

7. In the event of radio failure, the communications center should be so advised by telephone.
8. Deputies who are out of service for any reason at the end of their tour-of-duty shall return in-service via radio before going off duty.
9. The on-duty shift supervisor will ensure that he/she remains in radio contact with the communications center at all times. In the event he/she may be out of radio contact, he/she should provide a phone number where he/she may be contacted.
10. Shift supervisors will confirm with the communications center those Deputies on duty, to include specific assignments, at the beginning of the shift.

53.7.3 Required presence of a shift supervisor

- A. It is the duty of a shift supervisor to provide the necessary command presence to facilitate the proper completion of an incident or crime investigation.
- B. A shift supervisor should respond to the following incidents:
 1. Most major in-progress calls involving threat of physical violence, injury, trauma, use of a deadly weapon, or substantial property loss.
 2. Child abuse.
 3. Kidnaping.
 4. Aggravated assaults involving critical injuries.
 5. Accidents that result in serious injury, death, or involve a city owned vehicle.
 6. Most incidents involving the execution

of a consent search or search warrant.

7. Any incident that a supervisor deems his/her presence may be required.
 - C. The assigned Deputy will be responsible for the handling of the incident and for informing the supervisor of the progress towards resolution.
 - D. Shift supervisors will respond to take command of and be responsible for coordination of the following incidents:
 1. Deputy involved shooting
 2. Barricaded or hostage situations
 3. Traffic accidents involving on-duty police personnel
 4. Dead body calls
 5. Incidents involving injury to Deputies
 - E. The shift supervisor will monitor the activities of the assigned Deputies and ensure all actions by Deputies are in compliance with Sheriff's Office directives and the law.
 - F. If the actions of the assigned Deputy are inappropriate, the shift supervisor may advise, counsel, or relieve the affected Deputy. The shift supervisor may relieve the assigned Deputy in command of the scene.
 - G. Once the supervisor relieves the Deputy in command of an incident or investigation, the supervisor then assumes command of that specific incident.
- 53.7.4 Interaction with outside agencies
- A. If Deputies need to communicate with outside agencies, they will switch their radios to the statewide channel.
 - B. To communicate with Deputies from other agencies served by the WACDC, the deputy should switch to the talk group serving the other agency and request the dispatcher to

have that agency's Deputy switch to the appropriate car to car talk group.

- C. If the outside agency shares the County's radio channel, deputies may ask the other agency personnel to switch to the appropriate car to car talk group.