

4-05/025.00 Communications

All security personnel will be issued, or have access to a Departmental handheld radio. The Branch Supervisor shall assign radio call signs for use by security personnel. The following radio operating procedures shall be observed by all security personnel when using or in possession of a radio.

- At the start of shift, report in service with a unit supervisor.
- Speak in a normal tone, making the voice as emotionless as possible, regardless of the situation.
- Pronounce words distinctly and slowly.
- Refer to the Department's Official Code Book for message codes to be used when transmitting.

Security personnel who are assigned portable radios with remote speaker-microphones shall carry the radio in the issued holster. The radio shall not be removed from the holster for routine use, nor shall the remote speaker-microphone be removed or disconnected from the radio.

Branch Supervisors are responsible for the enforcement of radio procedures, proper care of equipment, and maintaining an inventory of assigned radios. All portable radio equipment and accessories shall be stored in a locked location.

Requests for assistance or backup personnel should include the purpose for which it is needed (a search, for transportation, fire, ambulance, rescue equipment requests, etc.). Security personnel should remember that a routine request may change to an emergency situation at any time.
