



Cover Memorandum

Police Radio Communications, JHPD Directive #429

Purpose of the Directive

The purpose of this Directive is to establish standard communications procedures for the Johns Hopkins Police Department (JHPD) that will ensure the universal, accurate and timely dissemination of operational and emergency communications between the public, JHPD members and supervisors.

Summary of Directive Requirements

Pursuant the MOU between the Johns Hopkins University (JHU) Baltimore Police Department (BPD) the JHPD will initially utilize the City of Baltimore's Emergency Communications Center (ECC) to dispatch JHPD members to calls for service. The policy provides general requirements for use of the ECC and police radio, including that that the radio is for official use only, that communications via radio shall be professional, concise and clear, that radio misuse will not be tolerated, and that proper names shall not be stated on the radio.

The Directive continues on to discuss requirements for ECC personnel and police dispatchers. The Directive explains that the ECC uses the computer aided dispatch system (CAD), Police Priority Dispatch System, known as ProQA, which provides a standardized, structured, incident-focused process and response for call-taking, information gathering, and follow-up steps. The Directive then provides specific procedures that ECC police dispatch personnel take in the course of their duties, to inform JHPD members about what to expect from police dispatchers.

In addition, this Directive enumerates patrol supervisor duties for ensuring their subordinates are following police radio requirements and protocol, and ensuring proper communication and response by patrol supervisors where required or necessary.

The Directive continues by identifying the radio communication requirements for JHPD officers, including explaining unit number assignments, how to call in to an ECC dispatcher and await acknowledgement prior to proceeding, requirements for using the 10-code system, and the phonetic alphabet for clear communication, among others. In addition, the Directive provides specific requirements for officers' radio use for all call response, to include immediately responding to a call once dispatched, 10-codes to use once the officer has arrived on scene and activated their BWC, how to request medical aid, and requirements for advising dispatch when the officer leaves their post.

In addition, the Directive details the specific requirements for communications with dispatchers for specific types of calls for service, including missing persons, victim/witness assistance, senior/vulnerable adults, assisting an officer, investigative stops, arrest warrants, transporting perrons in custody, adult

booking procedures, foot pursuits, vehicle pursuits, hazardous material incidents, and alarm-related calls for service. The Directive also addresses using alternative communications methods in certain instances, such as when necessary for out of jurisdiction activities, requestion assistance from other agencies, and requesting medical assistance. Lastly, this Directive outline the police radio communication training requirements for members.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as “directives”) shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD’s draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall’s Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

a. Publicly available policies from municipal police departments that have undergone substantial reform efforts, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations:

National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT

POLICE RADIO COMMUNICATIONS

OPERATIONAL PROCEDURE #429

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

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Policy Statement

The Johns Hopkins Police Department (JHPD) recognizes that the police radio is a vital public safety resource, and thus JHPD provides members with twenty-four (24) hour, continuous two-way radio communications. In accordance with Federal Communications Commission (FCC) procedures and requirements, transmissions on all channels are restricted to official affairs of the JHPD. False calls or distress signals, superfluous or unidentified communications, obscene or profane language, transmission of unassigned call signals, or any other unprofessional conduct is strictly prohibited. (Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA 81.1.2))

Who is Governed by this Policy

All personnel, including sworn, non-sworn, and contractual or voluntary persons in service with the JHPD are governed by this Directive.

Purpose

The purpose of this Directive is to establish standard communications procedures that will ensure the universal, accurate, and timely dissemination of operational and emergency communications between the public, JHPD members, and JHPD supervisors.

Policy

Public and member safety is enhanced when officers, communications personnel, and supervisors effectively communicate and know the status of one another. In addition to conforming with the procedures set forth in the Directive, members of the JHPD are responsible for the maintenance and safekeeping of assigned radio equipment, and adherence to the FCC regulations governing professional communications. The misuse of a JHPD radio, including profane language, clicking microphone buttons, or intentionally interfering with other public safety radio users' communications is prohibited.

Procedures

I. General

- A. Initially JHPD's radio communications and management will be conducted by the Baltimore City Emergency Communications Center (ECC) dispatchers and computer aided dispatch (CAD). As such, JHPD has the benefit of integrating its dispatch and radio communication operations into an FCC compliant, well-established radio system that manages emergency call and response dispatch for the City of Baltimore, while it works to create and transition to its own system. Once JHPD's is fully operational, it will transfer radio communications over to its own system which will be integrated with the ECC's CAD.
- B. The ECC provides twenty-four (24) hour, continuous two way radio communications between JHPD members and ECC. The ECC provides access to multiple channels for interjurisdictional or joint communications with police, fire, ambulance, and other local Baltimore City services. (CALEA 81.1.2, 81.2.2)
- C. JHPD's access to the ECC means that by dialing 9-1-1, the public, including the campus community, has twenty-four (24) hour, tollfree voice and Telecommunications Device for the Deaf (TDD) telephone access for making emergency calls for service to the police and other Baltimore City emergency services. (CALEA 81.2.1)
- D. The JHPD National Crime Information Center (NCIC) operator or the Baltimore Police Department (BPD) Hot Desk will provide twenty-four (24) hour computer access to all local state and federal Criminal Justice Information Systems (CJIS), including Maryland Electronic Telecommunications Enforcement Resource System (METERS) and NCIC, to facilitate police investigations. (CALEA 81.2.8)

- E. The ECC maintains the equipment necessary to provide the immediate playback of recorded telephone and radio conversations from the communications console. (CALEA 81.2.7)
- F. The ECC's consoles are designed to separate emergency from nonemergency phone calls. While JHPD can receive nonemergency calls directed from ECC, members of the campus community seeking nonemergency police services from JHPD may also contact the JHPD directly at: 667-208-1200.
- G. The police radio is 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.
- H. All radio communication must be professional, clear, concise, timely, and easily understood by both the ECC personnel and field units. Members will pronounce their words and speak slow enough to ensure the ECC dispatcher can hear them clearly. Members will minimize the use of airtime, keeping transmissions short and to the point. (CALEA 81.2.4)
- I. Use of proper names via the police radio is forbidden. Officers and ECC dispatchers will use assigned unit numbers, described below, when referring to other members of the JHPD.

II. Call Taking & Dispatch by the Baltimore City ECC

- A. The ECC uses the Priority Dispatch System and ProQA call taking program, which utilizes a standardized, incident focused structure for processing calls for service and officer initiated activities, by: (CALEA 81.2.3, 81.2.6)
 - Gathering key incident information and situation information with primary focus on officer safety, including:
 - o Type of incident,
 - o Location of the incident,
 - o Name and address of the caller, and
 - o Identification of officer(s) assigned as primary and backup, if needed.
 - Collecting suspect, vehicle, and other descriptions,
 - Prioritizing criminal or other emergency situations,
 - Delivering necessary, effective instructions to callers,
 - Reducing risk to officers, bystanders, and the public,
 - Preserving incident evidence (physical and caller statements), including:
 - o Assignment of an incident number (referred to by ECC as a Central Complaint number, (CC#)),
 - o Date and time of request,
 - o Time of dispatch,

- o Time of officer(s) arrival,
 - o Time of officer(s) return to service, and
 - o Disposition and status of the reported incident.
- B.** The ECC’s call takers use scripts included with ProQA Emergency Police Dispatch (EPD) program, which are preloaded into the ECC’s system and allow for consistent and thorough information gathering that is relevant to the specific call type and determining the need for an emergency or nonemergency response by the JHPD or others as needed. (CALEA 81.2.6.a, b)
- C.** For emergency calls requiring a JHPD response, the use of the ProQA EPD scripts facilitate the call takers’ collection of all necessary information about the nature of the incident from the caller in real time and to promptly relay all relevant information, via CAD, to the dispatcher and dispatched officer. The EPD also provides dispatchers with relevant instructions after dispatch and prearrival, tactical dispatching plans, and other response determinates. (CALEA 81.2.5.g)
- D.** The CAD system keeps a written record of all such information for real time and future reference. Specifically, EPD provides a consistent information gathering mechanism for: (CALEA 81.2.3, 81.2.4.e, 81.2.6)
- Identifying severity and scope of the incident, and
 - Allowing the system to identify a response based on:
 - o Nature of crime or incident,
 - o Time of occurrence,
 - o Presence and location of suspects/weapons, and
 - o Officers and scene safety issues.
- E.** As call takers are entering calls into the CAD system, the system automatically prioritizes the calls for dispatch by call coding classification, making it easier to decide which calls are dispatched in what order.
- F. Police Dispatcher:** All ECC police dispatchers follow the ECC policies, procedures, and training which outline the requirements and expectations of how to conduct their responsibilities as police dispatchers. For JHPD officers’ knowledge, dispatchers will be using the following alert tones, per their training:
- #1 – To get units’ attention
 - #2 – to alert units of an “Officer in Need of Help” (CALEA 81.2.4.g)
 - o Signal 13
 - o 10-50 Red
 - o Signal 40
 - #3 – to alert units of:

- o Impending broadcast / 10-36
- o Citywide Broadcast / Simulcast
- o 10-31 incident which should be expedited
- o Preceding a 10-32 of a high priority call
- o “HOLD THE AIR” Units 10-23 – handling a 10-33
- ECC dispatchers will provide other announcements, such as “Be on the Lookouts” (BOLOs), reminders, and tests of the Central Maryland Regional Communications Committee (CMARC) systems as well.

G. ECC dispatchers are charged with providing alerts, additional information, and assistance with specialized responses to specific call types, as dictated by ECC policy. Some such alerts will be conveyed via radio, whereas others will require telephone communication to protect the safety of JHPD members or the public. Some specific calls for which officers can expect additional alerts, information, or notification assistance from ECC police dispatchers, include:

- Signal 13 for officers in need (preceded by an alert tone) and other alerts noted above.
- Notice when a location contains a premise and hazard file for emergency housing relocation for victims and witnesses. (CALEA 81.2.6.a)
- Official time stamps for departure and arrival times when members are transporting arrestees.
- Assistance with arranging medical attention.
- Arranging the assistance and/or response of BPD specialized units and/or relevant on call personnel.
- Assistance with proper coding and specialized response (e.g., CIT officers or Crisis Response Team) for calls involving behavioral health crises. (CALEA 81.2.6.b)
- Clearing the air and allowing for monitoring of foot and vehicle pursuits.
- Notice when a senior community member is registered in the senior/vulnerable person database.
- Information and support for hazardous materials calls.
- Information and support for calls involving bomb threats or suspicious packages.
- Linking to other agencies and/or referral sources, and/or information on how to proceed in certain situations, such as with cases where the person was just victimized and/or if their safety is at risk. (81.2.5f, 81.2.6b)

III. **Radio Communications by the JHPD** (CALEA 81.2.4.a)

All JHPD officers will receive a four (4) digit unit number, which are the numbers designated by BPD for JHPD's on duty unit numbers. Each member will receive their unit number at the beginning of their shift. (CALEA 81.2.4.c)

- A. Patrol Supervisor:** The JHPD patrol supervisor is responsible for ensuring proper deployment, radio protocol, and compliance with all JHPD rules, policies, and procedures. Supervisors shall monitor JHPD officers' communications via police radio as a part of this responsibility.
- Supervisors will ensure that a schedule of the oncoming shift, which includes the names of the on duty supervisor and on duty personnel, is entered into the CAD system through the File Maintenance screen in Roster, prior to the start of that shift. This ensures the ECC personnel are aware of all available units throughout a shift and can efficiently assign units to calls. (CALEA 81.2.5.b)
 - Supervisors shall ensure that officers verbally call via radio when they are "10-23" (arrived at scene), "10-8" (in service), and "10-7" (out of service and give their location ("10-20")). (CALEA 81.2.4.b)
 - Supervisors shall ensure that officers notify the ECC dispatcher when activating and deactivating their body-worn cameras (BWC) by calling "10-61" and "10-62."
 - Upon the occurrence of an incident requiring contact with or response by a BPD member, a JHPD investigative unit, or another specialized unit, the JHPD patrol supervisor shall contact the ECC via telephone to dispatch the necessary resource. (CALEA 81.2.4.d)
 - Patrol supervisors shall respond to any critical incident or emergency occurrence of a serious or unusual nature within their geographic or functional area of responsibility. A responding supervisor shall assume command unless other personnel with higher authority or functional responsibility are present. Supervisors shall, when appropriate, notify their commanding officer of the incident at the earliest reasonable time, and they shall, if necessary, arrange for assistance according to JHPD Directive #480, Critical Incident Response & Management. (CALEA 81.2.4f)
- B. On-Duty JHPD Officers:** Members operating on a specific channel will inform the ECC of their unit status at all times. **JHPD members who share a vehicle and ride together will be assigned one unit designation.**
- For all communications between JHPD officers in the field and the ECC, the member shall call out their unit number, wait for the ECC dispatcher to repeat their unit number, and then proceed with the information or request to dispatch. (CALEA 81.2.4c)

- If the ECC dispatcher is calling a specific field unit via radio, that ECC dispatcher will call that field unit's number, await the field unit's response (stating their unit number), and then will proceed with the communication. (CALEA 81.2.4c)
- The common language used for communications via the police radio is the ten (10) code system. This allows for concise, clear communication amongst persons using the radio. See Appendix A, which outlines the ten (10)-codes to be used by JHPD members on the police radio.
- Furthermore, JHPD members shall use the below phonetic alphabet to transmit letters that may otherwise be misunderstood to ensure clarity. (CALEA 81.2.4)

A – Adam	K – King	U – Union
B – Boy	L – Lincoln	V – Victor
C – Charlie	M – Mary	W – William
D – David	N – Nora	X – X-ray
E – Edward	O – Ocean	Y – Young
F – Frank	P – Paul	Z – Zebra
G – George	Q – Queen	
H – Henry	R – Robert	
I – Ida	S – Sam	
J – John	T – Tom	

- Radio messages shall be acknowledged promptly by a member stating “10-4”. If the member does not hear or clearly understand the message, they shall promptly request a repeat of the message by stating “10-9.”
- Members will review the CAD information on the Mobile Data Terminal (MDT), including addresses, suspect description, etc., before acknowledging receipt of the message.
- Members shall alert the ECC dispatcher when they switch channels and to which channel they are switching.
- Normal messages on the police radio should take no more than 30 seconds. If a message will take longer to broadcast, it should be broken into several smaller parts and broadcast with five to ten second breaks between the segments.
- For a Signal 13 where the officer cannot get on the radio, they will hold down the emergency button which blocks all others on the channel, allowing the dispatcher to focus in on the officer in need. The dispatcher will make contact via radio to confirm that the officer requires assistance. (CALEA 81.2.4g)

C. Response to all Calls for Police Service: Officers shall comply with the verbal and CAD directives and assignments of the ECC dispatcher and their supervisor, unless redirected by higher authority, and respond immediately to the scene of a dispatched

call for police service.

- Upon arrival to any call for service, “On-view incident,” or the scene of police activity, the JHPD officer shall verbally advise the ECC dispatcher, via police radio, of their call number and that they are “10-23.” See Appendix A for the ten (10)-code key.
 - o **NOTE:** A verbal "10-23" acts as a notification to supervisors, the ECC dispatcher, and other responding units that an officer is on the scene.
- If multiple units respond, all officers shall individually call “10-23” and “10-61” (BWC) activated).
- When the required on scene activity is complete, the officer shall advise the ECC dispatcher that they are “10-8” and, if applicable, that the BWC is “10-62” (de-activated).
- When an officer places themselves out of service, they shall advise the ECC dispatcher, provide their location, and call out “10-7.” (CALEA 81.2.4.b)
- All officers equipped with a BWC must call “10-61” when activating and call “10-62” when de-activating the BWC, and follow JHPD Directive #433, Body-Worn Cameras.
- When there is a visible injury, complaint of injury, signs of medical distress, or when medical attention is requested by any person, officers shall immediately render aid consistent with their training and shall request, via ECC dispatch, that Emergency Medical Services (EMS) respond to the scene or transport the person directly to the nearest hospital emergency room. The officer shall then notify their supervisor and the ECC dispatcher upon arrival of EMS.
- Upon leaving their post, even when remaining in service, the officer shall request/advise the ECC dispatcher of the reason and their destination. However, when leaving their post to patrol another post or sector upon the direction of their supervisor or the dispatcher, the officer need not inform the dispatcher.
- When appropriate, officers shall verbally code a call-in accordance with the instructions detailed in JHPD Directive #470, Field Reporting System.

IV. Special Communication Procedures (CALEA 81.2.4.a, d)

- A. **Missing Persons:** In accordance with JHPD Directive #464, Missing Persons Investigations, officers shall immediately notify and provide the ECC dispatcher a complete and accurate description of the missing person, advising them if the missing person:

- Has a serious medical or mental condition, such as senility, a developmental disability, a heart condition, is disabled, and/or is potentially suicidal.
- If any of the above conditions exist and the missing person is a child, the officer shall call Child Protective Services at (410) 361-2235, and to the extent possible, gather any information that may assist in locating the missing child.
- If a missing person is recovered but the initial report is not in Axon Records (e.g., if taken by an agency that was not BPD or JHPD), advise dispatch to generate a new incident number and disposition the call XN.

B. Victim/Witness Assistance: To preserve the dignity and privacy of a victim of a sexual offense, members will refer to the victim as an “assault victim” for communications in public or that may be heard by a third party. Members shall limit communications that could identify the victim or private information related to the victim or incident. (CALEA 81.2.6.c)

- Upon response to an incident where it is in the best interest of a victim/witness to be relocated due to threats, intimidation, or retaliation, the member shall not broadcast the nature of the call over police radio.
- The member shall respond as quickly and safely as possible to the location, ensure the family and dwelling are rendered safe, and request additional units if needed.

C. Officer in Need of Assistance: An officer in need of assistance call (Signal 13) may be initiated either by a telephone call to the ECC or by an officer in the field. In either instance, the ECC will dispatch a Signal 13 in the following manner (CALEA 81.2.4g):

- A unique alert tone followed by a voice broadcast of “Signal 13,” and the officer’s location.
- The ECC dispatcher then assigns (acknowledge) one primary unit and one backup unit, plus a designated supervisory unit to respond to the scene. (CALEA 81.2.4.e, f)
- Assigned JHPD officers shall proceed to the scene in an expeditious and safe manner. See JHPD Directive #440, Emergency Driving.
- Officers are reminded that JHPD vehicles equipped with both emergency lights and sirens shall be driven in accordance with all traffic laws at all times.
- If the primary JHPD officer is operating a vehicle that is not equipped with both emergency lights and siren, or if either are not functioning, they shall immediately notify the ECC dispatcher to immediately dispatch another primary JHPD officers equipped with a vehicle that has both emergency lights and siren.

- The first unit on scene shall advise the ECC dispatcher via CAD or radio of the status of the call: unfounded, no additional units needed, additional units needed, and whether a prisoner transport vehicle is required.
 - If unfounded or no additional help is needed, the ECC dispatcher will simulcast a 10-32, "Sufficient units on the scene at (state location). Responding units, return to your posts."
- D. Air Support / Aviation Unit:** Only with approval from a supervisor, may a JHPD officer request an aircraft, such as the BPD helicopter, for assistance via their respective ECC dispatcher, Citywide channel, or by phone (calling the ECC).
- E. Investigative Stops:** Upon initiating an investigative stop per JHPD Directive #409, Field Interviews, Investigative Stops & Pat-Downs, the officer shall notify the dispatcher and include the location, number of persons being stopped, whether additional officers are needed, and when safe to do so, a brief basis for the stop.
- Following an investigative stop, including those that did or did not involve a weapons pat-down, the officer must obtain an Incident Number (CC#) from ECC police dispatch and must complete an Incident Report, per directives.
 - Officers shall notify ECC dispatch of all vehicle stops and shall state the location of each stop.
- F. Arrest Warrants:** Officers shall follow the requirements of JHPD Directive #423, Arrest Warrants, Attachment & Criminal Process, prior to executing an arrest warrant.
- G. Transporting Persons in Police Custody:** When transporting a person in custody, members shall report to ECC via radio the information required by JHPD Directive #412, Custody, Transport & Processing:
- The number of person(s) in custody that are being transported,
 - The starting and ending mileage on the vehicle,
 - The location where the person(s) in custody is placed in the transport vehicle (if different from arrest location),
 - The destination to which the person(s) in custody is being transported,
 - The official timestamp from dispatch when the transportation vehicle departs the scene,
 - The official timestamp from dispatch when the transportation vehicle arrives at the destination, and
 - Any request for medical attention by the person in custody or transporting officer.

- In the event a person in custody being transported escapes, JHPD members shall report to ECC via radio the information required by JHPD Directive #412, Custody, Transport, & Processing, including:
 - o Time of the escape,
 - o Location of the escape,
 - o Direction and method of travel of the escapee, and
 - o Description of the escapee.
- In the event that person in custody being transported is injured during transport, JHPD members shall immediately notify ECC via radio and request EMS and response, if necessary, of appropriate investigative bodies, including the Office of the Attorney General's Independent Investigative Division (IID), as required by JHPD Directive #412, Custody, Transport & Processing.

H. Adult Booking Procedures: When transporting arrestees to the Central Booking and Intake Facility (CBIF), upon entering CBIF, the transporting member will notify ECC dispatch of the arrival at CBIF in accordance with JHPD Directive #412, Custody, Transport & Processing, and the ECC dispatcher will provide the time and the transporting member will write the time on the Charge Information Form.

I. Be On the Lookout (BOLO): BOLOs are usually broadcast in conjunction with an incident that just occurred. The ECC dispatcher receives the information that was conveyed by the caller and broadcasts the BOLO on the primary frequency. BOLOs are generally organized as follows:

- The announcement is preceded by the alert tone and is followed by a short statement indicating a forthcoming BOLO and telling listeners to prepare to copy the information.
- Then, a short summary of the incident will be provided, such as a stolen car or burglary, plus the location and time of the incident.
- A vehicle description is provided if a vehicle was used in the incident.
- A description of the suspect(s) (and at times, the callers and victims) involved in the incident is provided.
- The BOLO will contain the person who authorizes the broadcast (usually the member or agency that is investigating).
- There will be a warning advising members to use caution when appropriate.
- As the situation develops, more information can be added to the original broadcast.

- Vehicle description is always broadcast first.
- J. Foot Pursuits:** Members engaging in a foot pursuit will handle radio communications in accordance with JHPD Directive #410, Foot Pursuits.
- K. Vehicle Pursuits:** Radio communications related to vehicle pursuits shall be handled in accordance with JHPD Directive #441, Vehicle Pursuits.
- L. Hazardous Materials Incidents:** Radio communications related to responding to hazardous material incidents shall be handled in accordance with JHPD Directive #480, Critical Incident Response & Management.
- If a member encounters the illegal dumping of unknown waste, they shall advise Johns Hopkins University (JHU) facilities of the location, nature, and extent of the waste, and the assistance needed to alleviate the problem.
- M. Terrorist Screening Center Alert:** When an NCIC Operator check on a person detects a positive match with the terrorist watch list, the Terrorist Screening Center returns one of four handling codes:
- **Handling Code 1:** The subject is confirmed to be associated with terrorism, and there is a valid, outstanding arrest warrant.
 - **Handling Code 2:** The subject is of an “investigative interest” regarding their association with terrorism.
 - **Handling Code 3:** This person may have possible ties with terrorism.
 - **Handling Code 4:** The identity provided by this person may have possible ties with terrorism.
 - o When a positive match results, referred to as a “10-80” followed by one of the above handling codes, the member shall immediately request backup officers and will use extreme caution when approaching and conversing with the person.
 - Officers shall not alert the person of the warning and shall conduct all matters consistent with the law and JHPD directives and procedures. In addition, officers shall:
 - o Request a supervisor to respond to all “10-80” incidents, and (81.2.4.f)
 - o Keep radio transmissions minimal regarding all “10-80” incidents. If more discussion is needed, other than information between dispatch and the officer, the officer shall use an alternate/lateral channel.
- N. Alarm-Related Calls for Service:** Alarm-Related calls for service will be coded by members in the following manner:
- “ZY” – False alarm.

- “**ZC**” – This code will be used in all instances where the member is canceled prior to arrival by an alarm company and/or verifiable homeowner. Members should not respond and remain 10-8 in these circumstances. In the unusual event where the member deems it prudent to respond after being canceled the incident will still be coded “ZC” unless there is a reportable incident requiring an “X Ray.”
- “**X Ray**” – A written report is necessary as there is evidence of criminal activity, property damage at the scene, or a medical emergency.
- “**DN**” – Used when the alarm is activated and after the member’s response they have deemed based on their investigation, that none of the previous categories apply.

O. Telephone and Computer Use Instead of Radio: Radio airtime is a premium resource. Members making notifications and other routine communications will use the telephone in lieu of the radio when available. (81.2.9)

- All members will use **the nonemergency phone number** to contact the JHPD Communications or ECC by telephone. This phone number is not meant for public contact with the JHPD, but rather only for internal police use.
- The emergency number **9-1-1** will only be used in an emergency or when ECC directs the member to use **9-1-1**.
- For bomb threats or suspicious packages, members shall not utilize the police radio. Members shall follow JHPD Directive #480, Critical Incident Response & Management, and use the telephone, if needed.
- Significant addresses shall not be communicated over the radio. These addresses are flagged in the CAD system to alert the member and/or dispatcher of their sensitive status. Such information shall only be relayed via telephone or the MDT.
- Members shall attempt to conduct all license checks, warrants checks, and other NCIC checks through their MDT to reduce radio traffic and burden on NCIC operators. If the member is unable to access NCIC or cannot otherwise conduct the check, they will call the NCIC operator, either over the radio or over the telephone, to request the warrant or license check.

P. Out-of-Jurisdiction Calls & Calls Requiring Assistance from Other Agencies

- JHPD understands that if the ECC receives calls from a different jurisdiction or requiring the attention of a different agency, they will route such calls directly to the correct jurisdiction or agency. Regularly contacted jurisdictions and agencies are preprogrammed into the system for easy access by call takers and dispatchers. (81.2.11)

- For instances that require the assistance of other agencies or outside services, the ECC is either able to refer those directly through CAD (in the case of other City agencies), or through frequently used numbers in the ECC phone system. (CALEA 81.2.4d, 81.2.5f)

K. Medical Assistance Over the Phone: JHPD members are not trained, certified, or permitted to deliver Cardiopulmonary Resuscitation (CPR) or other emergency medical instructions by telephone or radio. (CALEA 81.2.13)

- JHPD understands that ECC call takers are permitted to provide medical assistance over the phone in the event the caller is experiencing a medical emergency, and a medic has not yet arrived.
- JHPD understands that ECC call takers must be CPR certified biannually. In addition, all 911 call takers are trained to follow the ProQA protocols for EMD and be EMD certified. EMD walks call takers through the appropriate templates when speaking with a person in medical distress to ensure such calls are addressed comprehensively and consistently.

V. Training

A. All JHPD members will receive training from JHPD and ECC on the use and guidelines for police radio communications.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Policy should be reported to the Office of PSAU.

Related Resources

University Policies and Documents
Operational Procedure #409, Field Interviews, Investigative Stops & Pat-Downs
Operational Procedure #410, Foot Pursuits
Operational Procedure #412, Custody, Transport & Processing
Operational Procedure #423, Arrest Warrants, Attachment & Criminal Process
Operational Procedure #433, Body-Worn Cameras
Operational Procedure #440, Emergency Driving
Operational Procedure #441, Vehicle Pursuits
Operational Procedure #464, Missing Persons Investigations
Operational Procedure #470, Field Reporting System

Operational Procedure #480, Critical Incident & Response Management
External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation			

APPENDIX A

10-Codes

Form 87/123
1160-47-3
Revised 9/16

OFFICIAL BALTIMORE POLICE DEPARTMENT CODES AND SIGNALS

WMPY	Replaces Headquarters or Radio	10-26	Request change to City Wide Channel	10-46	Permission granted
10-1	Transmission Check	10-27	Driver's license information	10-47	Negative
10-2	Signal is good	10-28	Vehicle registration information	10-48	Positive
10-3	Signal is poor	10-29	Check records for wanted	10-49	Hourly call – give 10-20
10-4	Acknowledgement	10-30	Person or vehicle is wanted, use caution	10-50	Helicopter landing status and 10-20
10-5	Failed to acknowledge	10-31	Crime in progress	10-50 Green	Green – Normal landing (not heliport)
10-6	Stand-by-busy, unless urgent	10-32	Sufficient Units on scene, return to posts	10-50 Amber	Amber – Precautionary landing (minor malfunction)
10-7	Out of Service, give 10-20	10-33	Emergency	10-50 Red	Red – Emergency landing (damage or injury likely)
10-8	In-service	10-34	Major civil disturbance in progress	10-61	BWC activated
10-9	Repeat	10-35	Major crime alert	10-62	BWC de-activated
10-11	Meet at ...	10-36	Standby to copy description	10-80	Positive match Terrorism related... Followed by CODE1, 2, 3, or 4.
10-12	Not available	10-37	Request tow truck	10-80 CODE 1	Subject is confirmed associate with terrorism with a valid outstanding arrest warrant, make arrest
Signal 13	Assist an officer- preceded by alert tone	10-38	Request ambulance (responding advise)	10-80 CODE 2	Subject is of an investigative interest with association with terrorism
10-14	Wagon run	10-39	Disabled departmental vehicle, give 10-20 and vehicle shop number	10-80 CODE 3	Individual may have possible ties with terrorism
10-15	Urgent Wagon run	10-40	Request Crime Laboratory	10-80 CODE 4	Identity provided by this subject may have possible ties with terrorism
10-16	Back up unit__	10-41	Request Impound Truck	10-90	Looting (for a second or third day, etc., use even numbers in series 92, 94, etc.)
10-17	Call unit assigned	10-42	Request Animal Shelter	10-91	Sniping and/or shooting (for a second or third day, etc., use odd numbers in series 93, 95, etc.)
10-18	Go into unit assigned to	10-43	Malfunctioning Traffic Signal:	Signal 30	Accident, no injury
10-19	Return to ____		A – Signal completely out	Signal 31	Accident, personal injury
10-20	Location		B – Red signal out	Signal 32	Accident, fatal
10-21	Call ____ (other than 10-17)		C – Signal sticking	Signal 34	Accident, Departmental, no injury
10-22	Disregard		D – Stop sign or Yield sign down or missing	Signal 35	Accident, Departmental, personal injury
10-23	Arrived at scene.	10-44	Request Permission to__	Signal 40	Assist Fire Dept. – preceded by alert tone
10-25	Stopping suspicious vehicle give 10-20, tag#, etc.	10-45	Permission denied		