Radio Responsibilities and Procedures

348.1   EMERGENCY CALLS
Communications personnel will follow the policy on Officer Response to Emergency Calls. Additions to that order are detailed below:
The closest marked police unit to the location of the incident shall be dispatched Code 3.
Motorcycles officers will not be dispatched Code 3 unless there are no other units available.

ALERT TONES:
Alert tones shall only be used by dispatchers to alert field personnel of a serious call. The tone will be activated 3 times, followed by the verbal broadcast of the call.

EMERGENCY ALERT USE:
The emergency (10-33) alert is a beeping tone that repeats on the green channel every 20 seconds. It reminds all monitoring units that the radio traffic is restricted to emergency traffic only. The tone may be activated upon the request of field personnel, watch commander or by any dispatcher.

348.2   WARRANT VERIFICATION PROCEDURE
When a police officer in the field requests subject(s) be checked for outstanding warrants, the dispatcher will make all checks as soon as reasonably possible. If a possible warrant is located on the subject being run, the dispatcher will immediately advise the officer, using the following radio codes:
• "10-35 10-32 Mike" – All misdemeanor warrants, including traffic warrants
• "10-35 10-32 Foxtrot" – All felony warrants
• "10-35 10-33" – Any warrant with language containing indications that the suspect may be armed, dangerous or violent. It will then be the officer's responsibility to advise the dispatcher when they are ready to receive the warrant information.

Officers should be supplied with the following information from the warrant once it is confirmed in the order listed:
1. Charges and type of warrant
2. Court of issue
3. Bail

Before the warrant is pulled, the dispatcher shall provide the officer with the following information to confirm the identity of the subject being detained matches that of the wanted person:
1. Full name, DOB and physical description
2. Any used AKAs
3. Any government issued ID listed on the warrant (i.e. CDL, SSN)
4. Last known address
If any discrepancies are found between the information provided by the officer and the warrant information, these discrepancies will be provided to the officer before the hardcopy of the warrant is requested. The message field for all AWSS hits should be checked for content and relevant information will also be provided to the arresting officer at this time.

348.3   AWSS WARRANTS
AWSS WARRANT PULLED IN ERROR:
If an AWSS warrant is pulled in error, the following steps will be taken:

1. Make a hard copy of the warrant. This copy should be retained until it is confirmed the warrant has been re-activated.
2. Telephone the Central Warrant Repository (CWR) immediately and have them re-activate the warrant. Central Warrant Repository requests a follow-up teletype.
3. After verifying the warrant has been re-activated, shred the hard copy.

PULLING AN AWSS WARRANT WHEN AUTOMATED SYSTEM IS DOWN:

1. Confirm the validity of the warrant by calling the Central Warrant Repository (CWR), supplying them with the full name and DOB of your subject.
2. If the warrant is valid, have the officer advise if they want the warrant abstracted. If the officer requests the warrant, ask the CWR to send the abstract to the Irvine Police CLETS terminal "IRV". The warrant will then be received via ELETE at the ipd02 workstation.
3. When the teletype warrant abstract is received, it will be in the form of a hand-typed warrant, not the automated copy. This hand-typed warrant can be used for booking purposes.
4. Before giving the original abstract to the booking officer, make one copy of the warrant abstract and mark it "Duplicate - abstract needs to be pulled out of the AWSS system".
5. When the AWSS system is restored, communications personnel shall abstract the warrant from the automated system. The warrant should be marked "VOID" and note the DR number at the top. The copy will then be forwarded to Records for filing.

6. IT IS IMPORTANT THAT THE AWSS WARRANT BE PULLED OUT OF THE AUTOMATED SYSTEM. IF THIS IS NOT DONE, THE SUBJECT COULD BE RE-ARRESTED ON THE WARRANT, WHICH WAS ALREADY SERVED AND IS NO LONGER VALID.

348.4   DAILY LOG PROCEDURES
It shall be the secondary dispatcher’s responsibility on each shift to prepare entries, in the briefing log. The log shall be proofread and each daily log entry shall contain required and pertinent information.
Log entries shall contain any information, descriptions, losses and MO's of interest to patrol including the following:

- Business names
- Points of entry (POE)
- Types of property taken
- Make, model and year of victim vehicles
- Time frame of occurrences
- Suspect and vehicle descriptions
- Any other information deemed important

The secondary dispatcher is responsible for taking County teletypes and Records paperwork down to Records.

348.5   STOLEN VEHICLE PROCEDURES

GENERAL POLICY FOR ALL ENTRIES INTO S.V.S.

Any dispatcher making an entry to the SVS system will include where the vehicle was taken from and their initials in the miscellaneous field of the entry. After the entry is made, it will be proofread and checked for accuracy by a second dispatcher for inclusion in the call history. The dispatcher who proofreads the entry will also include their initials and a comment in the call history, noting that the SVS entry was correctly made.

IPD STOLEN VEHICLE ENTRY

The following procedures apply to entries into the Stolen Vehicle System (SVS) for stolen vehicles, felony vehicles, lost vehicles, wanted person vehicles, missing person vehicles, and lost or stolen plates.

- SVS entries will be made as soon as the reporting officer confirms the vehicle has been stolen.
- Once the vehicle is entered into SVS, the FCN number and related data shall be included in the call history. A copy of the SVS entry will be printed and placed in the Records tray so it can be delivered to the Records Bureau.
- A daily log entry shall be made and include a full description of the stolen vehicle, time element and other related data.
- CVC Section 10500 - Defines obligation of police agencies to accept and enter stolen vehicles into SVS.

IPD STOLEN VEHICLE RECOVERED IN IRVINE:

- A “Clear Entry” shall be made into SVS, via ELETE as soon as the status of the vehicle is known (i.e. condition, towed, booked for evidence, etc.) Hard copies of the teletypes will be printed and forwarded to Records.
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- The owner shall be notified that the vehicle has been recovered, its condition, and where it is located. This notification will be made regardless of the hour of day, and the results of the notification will be added to the call history. If the owner cannot be contacted, that reason will also be documented in the call history.

- The type code on the call history will be changed to RECOV. The original DR number will be included in the text, along with SVS messages and disposition of the vehicle.

- IPD stolen vehicles that are recovered minus the plates will be reentered into SVS as lost/stolen plate. This entry will include a comment regarding the stolen vehicle.

IRVINE STOLEN VEHICLES LOCATED BY ANOTHER AGENCY:

- A "Clear Locate" entry shall be made in SVS via ELETE as soon as the automated locate is received. Hard copies of the teletypes will be printed and forwarded to records.

- An advised event will be created using the type code RECOV. The location field of the mask will reflect the location that the vehicle was originally stolen from. The original DR number for the stolen vehicle shall be listed in the text, along with vehicle description, status and any known details of the recovery.

- The owner shall be notified of the recovery and instructed to contact the recovering agency for information on release. This notification will be made regardless of the hour of day, and the results of the notification will be added to the call history. If the owner cannot be contacted, that reason will also be documented in the call history.

- IPD stolen vehicles that are recovered minus the plates will be reentered into SVS as lost/stolen plate. This entry will include a comment regarding the stolen vehicle.

ANOTHER AGENCY'S STOLEN LOCATED IN IRVINE:

- The originating agency shall be contacted by telephone to determine if the vehicle is still outstanding.

- A "Locate Entry" shall be made in SVS via ELETE as soon as the officer advises the disposition of the vehicle/plate. Hard copies of the teletypes will be made and forwarded to records.

- The call history shall be changed to reflect the type code RECOV. The original agency's DR number shall be included in the text.

- The owner shall be notified that the vehicle has been recovered, its condition and where it is located. This notification will be made regardless of the hour of day, and the results of the notification will be added to the call history. If the owner cannot be contacted, that reason will also be documented in the call history.

IPD STORED/IMPOUNDED VEHICLES AND PLATES:

- Complete information on the stored/impounded vehicle or plates shall be entered into SVS as soon as the necessary details of the vehicle and/or plates are obtained.

- Once the entry is made into SVS, the FCN number and related data shall be included in the call history.
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• Hard copies of the teletype entry for lost/stolen license plates(s) will be forwarded to records. It is not necessary to send a hard copy entry of stored or impounded vehicles to records.

• Complete the supp info mask for the event.

EMBEZZLED VEHICLES:

• Embezzled vehicles will not be entered in SVS as lost vehicles.

• All leased or rented vehicles that have not been returned within five (5) days after its owner (leasing/rental agency) has made written demand for its return, by certified or registered mail, following the expiration of the lease or rental agreement, shall be entered into the SVS as a stolen vehicle. A comment should be made in the miscellaneous field indicating “embezzled vehicle” with any pertinent details of the embezzlement (CVC 10500). These entries will be completed by Records.

• All vehicles reported as embezzled by private owners shall be submitted as crime reports with a charge of 503 PC. A CHP 180 should not be submitted until the Detective investigates. The vehicle shall be entered into the SVS as a stolen vehicle only after a warrant has been issued for the person charged with the embezzlement (CVC 10502). When the Detective requests the vehicle be entered in SVS, a comment shall be made in the misc field indicating “Embezzled vehicle” with any pertinent details of embezzlement.

• Hard copies of the teletypes will be made and forwarded to Records.

VEHICLES ASSOCIATED WITH A MISSING PERSON:

• When a report of a missing person in a vehicle is taken, the vehicle will be entered in SVS as “Missing Person Vehicle”, as soon as the officer advises the report has been signed. The missing person information will be entered in the miscellaneous field.

• Hard copies of the teletypes will be printed and forwarded to records.

348.6 TOWING CITY VEHICLES

The primary dispatcher shall initially create an event mask using the event type of “BO UNIT” to document these events. It shall be the secondary dispatcher’s responsibility to handle the reporting of disabled city vehicles. Each entry shall contain required and pertinent documentation of the event. Dispatchers should reference the Info File for specifics on resources to tow a City vehicle, tire changes, or other BO unit related calls. An email should be sent to the Department Vehicle Installation Techs with the unit number that had a tire change.

348.7 SPECIAL EVENT STAFFING

At the start of each special event, all field personnel assigned to the event will log on to CAD with their assigned radio designations. A complete roster of personnel assigned to work the special event should be obtained from the Events Coordinator, as there are times that civilians are used and not logged on to CAD.
Designated events may require a dedicated dispatcher be assigned to support field operations for just that event. The Special Events Coordinator will identify which events will require a dedicated dispatcher, so appropriate staffing can be provided.

It is suggested that special event personnel be advised to call in on a specific telephone number during the event, so the designated dispatcher can answer that line directly.

The dispatcher assigned to handle radio operations for the special events may be called upon to assist and support city operations, when the workload at the special event allows.

The dispatcher designated to work the special event will be responsible for all CAD updates and daily log entries related to the event.

The dispatcher scheduled to work the special event shall complete his or her own timecard in VTI, with the designated special event number and provide a copy of his or her overtime slip to the special events sergeant.

348.8   HEAR NETWORK MESSAGE PROCEDURE / SILVER ALERT

This procedure provides a method of notifying hospitals in the County of Orange of emergency situations which may affect the health and welfare of the general public and public safety first responders. Supervisory approval should be received before a H.E.A.R. broadcast is generated.

Public Safety Responsibilities:

Control One should be contacted to release an informational message over the H.E.A.R. network whenever:

• A hazardous material is released that may cause citizens to seek medical aid from hospitals in numbers.
• A large event may impact the staffing and/or care level provided at hospitals in Orange County.
• To locate a suspect in a crime, a victim of a crime or a person that may pose a threat to self or others, who is thought to be injured and/or may seek medical attention.

Control One will require, at a minimum, the following information:

• Name of department
• Contact person
• Call back method (radio, telephone)
• Location of incident
• Type of incident involving suspected injury
• Approximate number of potential victims
• Type of toxic material, if known
• Any time intervals
Section 8594.10 of the California Government Code establishes the criteria that must be met for an issuance of a Silver Alert. The following are the required criteria:

- The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
- The investigating agency has utilized all available local resources.
- The law enforcement agency determines that the person has gone missing under unexplained or suspicious circumstances.
- The law enforcement agency believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
- There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

To activate a Silver Alert, contact: 916-843-4199

http://www.chp.ca.gov/news-alerts/silver-alert