Radio Procedures

347.1 IRVINE TALK GROUPS
A feature of the 800 MHz radio systems is an increased number of talk groups specifically assigned to the Irvine Police Department. There are 3 repeated talk groups and 1 non-repeated talk group assigned for use by Irvine Police personnel.

347.2 GREEN-1 TALK GROUP
The Green-1 talk group will be used for normal day-to-day field operations. This talk group has a phone line enhancement, which provides Communications with console priority. In the event of an emergency, this feature allows Communications to override the radio transmissions of any field user.

347.3 GREEN-2 TALK GROUP
The Green-2 talk group is reserved for communications relating to special events or an emergency or tactical situation. Radio traffic shall not be conducted on this talk group without prior approval from Communications or a field supervisor.

347.4 GREEN-3 TALK GROUP
The Green-3 talk group will be used for non-emergency radio traffic when the Green-1 talk group is busy or not available. Assignment of the Green-3 talk group will be coordinated and approved through Communications.

347.5 GREEN-TA TALK GROUP
The Green-TA (talk-around) talk group is a non-repeated channel used for short-range communications. The Green-TA may provide better radio reception in some areas such as inside buildings.

347.6 GENERAL RADIO PROCEDURES
All calls dispatched to Patrol, Community Safety Officers (CSO), Traffic Officers, School Resource Officers (SRO) and Civilian Traffic Investigators (CTI) will be given both verbally on the primary dispatch frequency and sent to the MDC.

All calls dispatched to Parking Enforcement Officers and Animal Services Officers will be done primarily via the MDC. Exceptions would include calls or circumstances that could potentially involve safety issues.

All self-initiated activity by field personnel such as traffic or subject stops will be reported verbally via the radio to Communications or recorded manually by the employee via the MDC.

All changes in unit status will be reported either verbally on the radio or via MDC. Field units responding to critical incidents requiring tactical communications shall verbally advise all status changes and additional information related to the call via the radio. All changes and information
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reported via the radio will be entered by Communications. Field personnel may record status
changes or updates in non-tactical events via the MDC.

347.7   TONE DEFINITIONS

Alert tones are short tones manually activated by Communications to notify field personnel of
emergency radio traffic. They are most commonly used by Communications to gain the attention
of field personnel just prior to dispatching a high priority call. Emergency (10-33) tones are
automatically broadcast every few seconds to alert field personnel of an emergency situation
and are used to restrict routine radio traffic. Either tone can be activated at the discretion of a
dispatcher, field personnel or Watch Commander.

347.7.1   GUIDELINES FOR USE OF THE ALERT TONE

The alert tone will be activated by Communications when deemed necessary and/or in the
following cases:

(a) Robberies in-progress or just-occurred
(b) In-progress felonies
(c) Pursuits which are within Irvine city limits or extensive failure to yield
(d) Confirmed shootings whether officer or citizen involved
(e) Officer needs assistance calls, i.e. 997, 998, 999
(f) Unable to contact an officer

347.7.2   USE OF THE EMERGENCY (10-33) TONE

When it has been determined that an emergency exists or when requested by field personnel,
the dispatcher will activate the emergency 10-33 tones. Once the 10-33 tones are activated,
Communications will not allow routine traffic on the affected talk group. Once the emergency
condition no longer exists, Communications will advise “10-34” over the affected talk group.

347.8   ACTIVATION OF THE EMERGENCY BUTTON

All portable radios and unit radios are equipped with an emergency button to notify
Communications when an emergency exists. When activated, this button immediately transmits
an emergency alert to Orange County Communications. When the radio’s push-to-talk button is
depressed, the emergency alert is then transmitted to the Irvine Communications center.

Police vehicle Mobile Data Computers are also equipped with emergency buttons. When
activated, these buttons transmit an emergency alert to Communications. This button can only
be activated when the MDC is on. The emergency button will not activate when the computer is
locked.

In the event that an employee observes an emergency, or needs immediate assistance and cannot
transmit the details of the emergency, he/she should depress the emergency button.
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347.9   CODE 99 PROCEDURES UPON ACTIVATION
In the event an emergency activation occurs, the dispatcher shall transmit the unit call sign over the talk group where the activation took place. If there is no response, the dispatcher shall transmit their call sign a second time.

If the dispatcher is unable to raise the employee after the second attempt, the dispatcher shall:

   (a) Indicate over the primary talk group that Code 99 is in effect.
   (b) Use the vehicle tracking system to identify the actual location of the unit.
   (c) All field units will immediately switch to the Green-2 talk group.
   (d) Once on Green-2, the dispatcher will broadcast who has activated their emergency button.
   (e) A field supervisor can then coordinate response with communications.

347.10   CODE 9 - REQUEST FOR ASSISTANCE AT THE POLICE FACILITY
Code 9 is to be used when an emergency exists at the police facility and help is required from field units. The police dispatcher will transmit a “Code 9”, when a situation dictates its use.

If the situation allows, the dispatcher should advise the specifics of the call, the location in the facility and start 2 units Code 3.

If dispatch transmits a “Code 9” response with no additional information, the field supervisor should assume responsibility for deployment to the station.

347.11   10-8 HOTEL
In the event an employee is taken hostage, an alert to both station and field personnel will likely contribute to an early, successful resolution. A code system exists that allows the employee to summon aid without announcing his or her situation.

Use of the word “Hotel” after the employee’s call sign or any code sequence, followed by a location or direction of travel, will alert field personnel and dispatch to the employee’s distress. For example, “39 Bravo XX, ten-eight ‘Hotel’, eastbound Main at Jamboree” or “39 Bravo XX ‘Hotel’, ten-eight, Culver and Main” would provide other personnel with information helpful in rendering aid to the hostage/employee.

Upon receiving a hostage code transmission from an employee, dispatch will broadcast “Code 99” over the primary talk group. Without further comment on the primary talk group, all personnel will switch radio traffic to the Green-2 talk group for rescue coordination.