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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# P-020  
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SUBJECT: COMMUNICATIONS SYSTEMS

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INDEX AS: RADIO PROCEDURES-WALKIE TALKIES-COMMUNICATIONS

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EFFECTIVE DATE: 8/9/2005 REVISED DATE:  
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I. PURPOSE:

To establish guidelines for the proper use of all communications equipment and to ensure that all employees convey information consistently, accurately and responsibly in emergency and non-emergency transmissions.

II. SCOPE:

This policy applies to all personnel authorized to use communications equipment.

III. IDENTIFICATION OF OFFICERS:

All Deputies assigned to Patrol, Investigations, Civil Division or the Jail, shall identify themselves by their assigned number.

IV. SIGNAL CODES

A. The following Laurens County Emergency Medical Service 10 Codes will be used in all communications.

10-0-Caution  
10-1-Unable copy, change loc.  
10-2-Signal Good  
10-3-Stop Transmitting  
10-4-Acknowledgment (OK)  
10-5-Relay  
10-6-Busy, unless urgent  
10-7-Out of service

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10-8-In service  
10-9-Repeat  
10-10-Fight or disorder reported  
10-11-Dog Case  
10-12-Stand By (stop)  
10-13-Weather-road report  
10-14-Prowler report  
10-15-Burglary  
10-16-Domestic problem  
10-17-Armed robbery  
10-18-Quickly  
10-19-Return to \_\_\_\_\_  
10-20-Location  
10-21-Call \_\_\_\_\_ by telephone  
10-22-Disregard  
10-23-Arrived at scene  
10-24-Completed last assignment  
10-25-Report in person (Meet)  
10-26-Detaining subject, expedite  
10-27-Drivers license  
10-28-Vehicle registration information  
10-29-Check stolen/wanted  
10-30-Unnecessary use of radio  
10-31-Crime in progress  
10-32-Subject with firearms  
10-33-EMERGENCY  
10-34-RIOT  
10-35-Transporting liquor  
10-36-Correct time  
10-37-(Investigate) Suspicious person/vehicle  
10-38-Stopping suspicious person/vehicle  
10-39-Resume normal operations  
10-40-If not stolen, check with owner  
10-41-Beginning tour of duty  
10-42-Ending tour of duty  
10-43-Murder reported  
10-44-Suicide or attempt  
10-45-Hold evidence, GBI enroute  
10-46-Assist motorist  
10-47-Emergency road repair  
at \_\_\_\_\_

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10-48-Traffic light out at \_\_\_\_\_  
10-49-Speeding auto  
10-50-Accident (F, PI, PD)  
10-51-Wrecker needed  
10-52-Ambulance needed  
10-53-Road blocked at \_\_\_\_\_  
10-54-Livestock/carcass on road  
10-55-Intoxicated driver  
10-56-Intoxicated pedestrian  
10-57-Hit and run (F,PI,PD)  
10-58-Direct traffic  
10-59-Convoy or escort  
10-60-\_\_\_\_\_ Will leave this station at \_\_\_\_ hours  
10-61-FBI signal in following cars  
10-62-Reply to message  
10-63-Prepare to make written copy  
10-64-Trouble unknown  
10-65-Mechanical breakdown  
10-66-RAPE  
10-67-Child Molestation  
10-68-Dispatch information  
10-69-Message received  
10-70-Fire  
10-71-Contraband  
10-72-Warrant  
10-73-Discharging firearm  
10-74-Negative  
10-75-In contact with \_\_\_\_\_  
10-76-En route  
10-77-ETA (Estimated time of arrival)  
10-78-Need assistance  
10-79-Notify coroner  
10-80-Chase in progress  
10-81-Give location and status (hourly report)  
10-82-Reserve lodging  
10-83-Work school crossing at \_\_\_\_\_  
10-84-Special detail  
10-85-Delayed due to \_\_\_\_\_  
10-86-Officer-operator on duty  
10-87-Pickup/distribute checks  
10-88-Present telephone no. of \_\_\_\_\_

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- 10-89-Bomb threat
- 10-90-Bank alarm at \_\_\_\_\_
- 10-91-Pickup prisoner/subj.
- 10-92-Improperly parked veh.
- 10-93-Blockade
- 10-94-Drag racing
- 10-95-Prisoner/subject in custody
- 10-96-Mental subject
- 10-97-Check signal
- 10-98-Prison /jail break
- 10-99-Wanted/stolen indicated
- 10-100-Traffic Stop
- 10-101-Medical acknowledgement (OK)
- 10-102-Send rescue unit to \_\_\_\_\_
- 10-103-Send police unit to \_\_\_\_\_
- 10-104-Unable to locate
- 10-105-Patient refuses service
- 10-106-Patient refused treatment
- 10-107-Patient pickup by other means
- 10-108-Transfer patient from \_\_\_\_\_ to \_\_\_\_\_
- 10-109-Patient condition
  - A-walking injured
  - B-Moderately injured
  - C-Severely injured
  - D-Dead
- 10-110-Multi-injury accident (indicate no. of injuries).

- B. The following Phonetic Alphabet will be used in all radio communications.

- A-Alpha
- B-Bravo
- C-Charlie
- D-Delta
- E-Echo
- F-Foxtrot
- G-Golf
- H-Hotel
- I-India
- J-Juliette
- K-Kilo

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L-Lima  
M-Mike  
N-November  
O-Oscar  
P-Papa  
Q-Quebec  
R-Romeo  
S-Sierra  
T-Tango  
U-Uniform

V-Victor  
W-Whiskey  
X-X-ray  
Y-Yankee  
Z-Zulu

V. DISPATCHING CALLS FOR SERVICE:

- A. All calls for service will be dispatched by the 911 center .

VII. BASE RADIO-LOCATED IN LAURENS COUNTY LAW ENFORCEMENT CENTER.

- A. **The base radio will not be used to dispatch calls for service.** This radio will be used in emergency or unusual circumstances to convey information as needed.

XV. EMERGENCY MESSAGES.

- A. The Deputies of the Laurens County Law Enforcement Center are responsible for accepting and delivering emergency messages to the community. Emergency messages are normally, but not limited to, the following categories:

1. Notification of next of kin in event of death or medical emergency;
2. Notification of person to make an emergency phone call concerning death or medical emergency;
3. Notification of next of kin in event of serious injury from traffic accidents;

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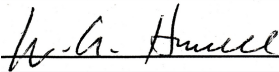
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4. Notification of person concerning another person stranded whom private communication is not available.

XVI. PROCURING EXTERNAL SERVICES:

The Sheriff or Chief Deputy or authorized Officer shall have the authority to request for special services external to the agency. The special services available to this Agency are:

1. Helicopter/Airplanes Service: GSP 478-275-6629;

  
W. A. HARRELL  
SHERIFF

8/29/2005  
EFFECTIVE DATE