

**SUBJECT:** RADIO COMMUNICATIONS**SECTION:** 202.03**REVISED:** FEBRUARY 12, 2008**PAGE(S):** 3

## PURPOSE

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To familiarize all members with the basic procedures for using radio communications.

## POLICY

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Members shall use the radios for official use only and in accordance with the standards set forth by the Reading Communications Center and the F.C.C.

## PROCEDURE

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- A. When using the radio, keep your mouth close to the microphone, speaking distinctly and slowly.
- B. Always speak SOFTLY into the microphone. Speaking too loud will distort the signal so that it becomes unreadable.
- C. All communications, regardless of their nature, should be restricted to the minimum practical transmission time.
- D. Emotion tends to distort the voice and render it unintelligible. STAY CALM!
- E. Members shall use "plain language" instead of radio codes, with no exceptions.
- F. Always wait until the frequency is "clear" before making a transmission.
- G. When making a transmission, always give your radio designator FIRST followed by the radio designator being called.
- H. When responding on an alarm, always notify the Dispatcher that you are "en-route".
- I. Members shall always notify the Dispatcher when they are "available" for another assignment.

- J. Basic use of the Hamilton County Radio System:
1. To provide an official guide outlining the mechanics to be employed in the many operations of the City band system.
  2. To insure efficiency, uniformity, and high standards of procedure in the use of the system.
    - (a.) The nature of the system is such that it is impossible to develop a procedure or plan for every situation that may arise. Therefore, the officer in charge will have the duty of thoroughly reviewing the activities and assume the responsibility of making decisions that will intelligently and effectively deal with these situations when they may arise.
  3. The following procedure is to be used:
    - (a.) It should be remembered that every broadcast is being advertised to all listeners, which includes other departments, and in many instances, the general public. If the operations of the system sound efficient, it is likely the listeners impression will be that the agencies using the system operate efficiently.
    - (b.) Personnel assigned to the operation of the radio equipment shall be held responsible for the conduct and traffic transmitted from it. You are the guardian of F.C.C. regulations.
    - (c.) In broadcasting, the voice shall be held to a monotone regardless of the situation. Emotion tends to distort the voice and render it difficult to copy. Messages require no expression, but a high degree of intelligibility. Pronounce words distinctly.
    - (d.) When broadcasting, the mouth should be kept close to the microphone and normal voice should be used without shouting. The radio has all the amplification required and above a certain point it distorts the voice so that it becomes unintelligible.
    - (e.) Transmissions shall be broadcast slowly, but not prolonged so as to occupy the air unnecessarily.
      1. Radio transmissions shall be answered promptly. When the unit being called is not prepared to accept traffic, the call unit shall be requested to "standby".
      2. Base units and mobile units alike when not acknowledged on the first call shall place their calls for that unit at intervals - not continuously.

3. Base and mobile units should monitor the frequency a short time before transmitting in order to ascertain availability.
  4. The system shall be operated in an impersonal manner. The use of names, or nicknames is prohibited. Reference to field personnel and their officers shall be made by designator only.
  5. The system shall be used to conduct daily business by all departments.
  6. All traffic shall be conducted in a business like manner.
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