



SYKESVILLE POLICE DEPARTMENT

Communications

General Order 1-9

Effective: 10/05/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures by which members of the Sykesville Police Department communicate with dispatch and to other allied agencies.

II. POLICY

The Sykesville Police Department shall establish a communications function to provide the maximum amount of information to both the citizens of Sykesville and to the members of the Police Department.

III. PROCEDURES

A. Establish Communications Function

The Sykesville Police Department communications are provided by the Maryland State Police, Westminster Barrack "G".

B. Functions

The Communications Center is responsible for the following activities:

1. Coordination of radio communications including reception, coordination and dispatching of all radio traffic.
2. Reception and disposition of all telephone calls received by Communications for administrative and operational needs.
3. Coordinating emergency and non-emergency notification to individuals.
4. Providing twenty four hour access to Maryland Criminal Justice Information System (CJIS) and NCIC for field officers.

C. Authority & Responsibilities of Personnel Assigned to the Communications Component

1. Communications duties include receiving incoming calls, obtaining essential data, evaluating the situation, initiating an appropriate call to another office, initiating the dispatch of an officer, or taking other action that will result in the satisfactory completion of the request for service.
2. The predefined response assignments in the Computer Aided Dispatch (CAD) system will be followed unless otherwise noted in this order.

3. This response criteria has been developed to include the following factors:
 - a. Officer Safety
 - b. Emergency Nature
 - c. Crime in Progress
 - d. Citizen Safety
4. Dispatchers have the authority to dispatch available personnel, regardless of beat or assignment, to meet the primary objective of rapid delivery of meaningful service. Geographic boundaries are to be respected only to the extent that they do not interfere with the efficient delivery of essential service.
5. Patrol Supervisors may change any personnel assignments originally dispatched by Communications, if such change will improve operational efficiency.
6. Communications personnel will have immediate access to the following Office resources for operational effectiveness:

Current duty roster of all personnel

D. Compliance with F.C.C. Procedures and Requirements

In order to function effectively, the following guidelines must be adhered to by all users of the Police radio channels:

1. Federal Communications Commission (FCC) Guidelines: False calls or false distress signals, superfluous or unidentified communications, obscene or profane language, or the transmission of unassigned radio unit numbers, are prohibited.
2. Radio Channel Discipline
 - a. Patrol officers engaged in a field assignment will maintain constant radio communications during their tour of duty. Unless otherwise directed, officers will monitor and communicate on channel A1 – MSP OPS.
 - b. When switching to another authorized channel, members will notify Communications of said change.

- c. Off-duty members will maintain their radios on A1 while in departmental vehicles unless advised or authorized to switch to another channel.
- d. Members will periodically check their radios throughout their tour of duty to ensure they are on the proper channel.

E. Access to Local, State, and Federal CJIS

The Maryland State Police will maintain a twenty four hour computer link with all local, state and federal criminal justice information systems (CJIS & NCIC).

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Order 81.1, entitled Communications: Administration, dated December 28, 2001.