


Radio Communication

801.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

801.2 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of radio communications. It addresses the immediate communication needs of the Department in the course of its normal daily activities and during emergencies.

801.3 POLICY

It is the policy of the Mt. Lebanon Police Department to provide 24-hour two-way radio capability for continuous communication between the Dispatch Center and department members in the field.

801.4 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by communications operators to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the communications operator with their radio identification call signs and current location.
- (b) Members keeping the communications operator advised of their status and location.
- (c) Member acknowledgements shall be concise and without further comment unless additional information is needed.
- (d) Officers shall keep available communications equipment turned on and operating at all times while on duty, unless ordered by proper authority to do otherwise. Officers shall respond to all communications directed to them. Officers shall not interfere or tamper with police radio communications.

Mt. Lebanon Police Department

Policy Manual

Radio Communication

The Dispatch Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.4.1 24-HOUR COMMUNICATION

The police radio system will provide two-way radio capability, allowing for continuous communication with officers in the field, 24 hours a day.

801.4.2 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Mt. Lebanon Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.4.3 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Members should use their call signs when initiating communication with the communications operator. The use of the call sign allows for a brief pause so that the communications operator can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.5 CONFIDENTIALITY

Information that becomes available through the Dispatch Center may be confidential or sensitive in nature. All members shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as PennDOT records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.