

Central Communications

801.1 PURPOSE AND SCOPE

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

801.2 RESPONSIBILITIES

Central Communications is operated by the Anoka County Sheriff's Office and Columbia Heights members should follow the guidelines set forth by the Central Communications user manual.

801.3 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers 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 dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Manager 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.

801.3.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

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