

***Please Note:** This is a working draft of Directive 0612.00, Radio Use. The PPB has not implemented any portion of this draft. Submit your comments using the “Provide Feedback Here” link located at the end of the directive.

A redline copy of the updated directive is included in this attachment.

0612.00 Radio Use

Second Universal Review: 6/1/23 – 07/1/23

Refer:

- Bureau of Emergency Communications Policy & Procedure 7.001 Police Dispatch
- Directive 0310.00 Professional Conduct and Courtesy
- Directive 0220.11 Confidential Information
- Radio Code List (Intranet)

Definitions

- Priority 1 Calls: Occurring/Imminent Danger to Life.
- Priority 2 Calls: Occurring/Potential Threat to Person.
- Priority 3 Calls: Occurring/Potential Threat to Property.
- Priority 4 Calls: Expedited Response.
- Priority 5 Calls: Escalation Priority for Holding Calls.
- Priority 6 Calls: Routine Response.
- Priority 7 Calls: As-Available Response.

Policy:

1. Radios and other communication tools are essential tools for Portland Police Bureau members to safeguard the public, investigate criminal acts, apprehend suspects, and respond to emergencies. This policy directs members in the appropriate use of radios, Mobile Data Computers (MDCs), and Computer Aided Dispatch (CAD), as well as working with the Bureau of Emergency Communication (BOEC).

Procedure:

1. Radio Use:
 - 1.1. Member Responsibilities:
 - 1.1.1. Members working in patrol capacity are responsible for monitoring radio traffic on their assigned net, unless it is not feasible (attending court, conducting sensitive interviews etc...).
 - 1.1.2. Members working in a patrol capacity will be subject to priority 1 and 2 calls at any time they are on duty and available. Members will clear off low priority calls when feasible to respond to pending priority 1 and 2 calls.
 - 1.1.3. When dispatched to calls members will announce they are on scene, either by radio or MDT as soon as feasible.
 - 1.1.4. Members will keep their radio transmissions as concise as practicable.

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- 1.1.5. Members shall communicate in plain language, except for the use of approved 10 codes, clearance codes, and sensitive incident codes, located on the Bureau Intranet.
 - 1.1.6. Members who are unable to communicate via radio due to equipment malfunctions will disengage from the public as soon as feasible and notify their supervisor. Until the problem is resolved members will not take police action unless it is a life safety matter.
 - 1.1.7. Members entering an area known to have limited or no radio service will advise dispatch.
 - 1.1.8. If a member disputes a call prioritization, or believes a denial of service is warranted, they will direct the matter to their supervisor rather than a BOEC dispatcher.
 - 1.1.9. Members will make every attempt not to engage in verbal altercations with other members or dispatchers on radio talk groups.
 - 1.1.10. All member communications must comport with Directive 0310.00 Professional Conduct and Courtesy.
 - 1.1.11. As stated in Directive 0220.11 Confidential Information members will not use radio channels for personal communication.
- 1.2. Traffic Stops:
- 1.2.1. Prior to initiating a traffic stop members shall, when feasible, attempt to check the vehicle’s license plate by MDC, and then provide the following information by radio or MDC: Unit number, vehicle license plate or description, and location.
- 1.3. Subject Stops:
- 1.3.1. Members shall, when feasible, provide their unit number and location via radio or MDC prior to initiating the stop.
- 1.4. Supervisor Responsibilities:
- 1.4.1. Supervisors working in a patrol capacity are responsible for monitoring radio traffic on their assigned net, unless it is not feasible (attending court, conducting sensitive interviews etc...).
 - 1.4.2. Supervisors will raise or lower call priorities as dictated by the circumstances of the call.
 - 1.4.3. Supervisors will notify BOEC when staffing, or other constraints, require a modified police response such as responding to priority calls only.
 - 1.4.4. Supervisors are solely responsible for all denials of service, and the supervisor’s name or unit number will be entered into the call along with the reason for the denial.
 - 1.4.4.1. Supervisors or their designee shall attempt to notify callers wanting contact of the denial of service and the reason. Supervisors may designate

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a caller for no additional notifications during a shift if the caller continues to call back and or is abusive to members or BOEC staff.

2. Mobile Data Computer (MDC) and Computer Aided Dispatch (CAD) Use:
 - 2.1. Members will comply with all laws and regulations regarding computer systems. The MDC/CAD is for official use only and any system or e-mail messages that contain sexual, racial, degrading or suggestive remarks are prohibited. Personal messages may be sent, but they must be incidental, of short duration and conform to the above standards, and those set forth in Directive 0310.00 Professional Conduct and Courtesy.
 - 2.2. Members and supervisors working in a patrol capacity will monitor their MDCs while on duty whenever feasible.
 - 2.3. When logging on members will enter their unit number, DPSST Number, radio packset number, and vehicle number.
3. Bureau of Emergency Communications Dispatch Protocols:
 - 3.1. BOEC will dispatch calls to members based on, call type, remarks and priority.
 - 3.2. BOEC will assist members in responding to calls by broadcasting pertinent information relating to any call for service.
 - 3.3. BOEC will assist in coordinating responses with partner agencies such as Portland Fire and Rescue, or neighboring law enforcement agencies.
 - 3.4. If a BOEC dispatcher disputes a call prioritization or officer assignment, they will direct the matter to an appropriate supervisor.
4. Emergency Procedures: If normal radio communications fail for any reason, members will adhere to the following procedures until notified of alternate arrangements by BOEC.
 - 4.1. Member Responsibilities:
 - 4.1.1. Break contact with the public as soon as possible.
 - 4.1.2. Go to the nearest precinct or firehouse and contact their supervisor.
 - 4.1.3. Switch to National Calling Channel, 8Call90 on their radio.
 - 4.1.4. Remain at or return to standby location as directed by their supervisor.
 - 4.2. Supervisor Responsibilities:
 - 4.2.1. Determine the nature of the communication failure.
 - 4.2.2. Initiate command notifications.
 - 4.2.3. Order units to disengage from public contact if possible and refrain from discretionary activity.
 - 4.2.4. Conduct a roll call.
 - 4.2.5. Dispatch units to Priority 1, and 2 calls with at least one cover officer.
 - 4.2.6. Instruct units to return to standby location after their call.

[Provide Feedback Here](#)

0612.00 Radio Use

Refer:

- ~~ORS 820.300 Emergency Operation~~ Bureau of Emergency Vehicle Communications Policy & Procedure 7.001 Police Dispatch
- ~~DIR 630.10 Driving Responses~~
- ~~DIR 741 Directive 0310.00 Chemical~~ Professional Conduct and Biological Agents/Weapons Courtesy
- ~~DIR 763.00 Operational Condition (OPCON)~~
- ~~DIR 1225.00 Communication Technology Interagency Pursuit Agreement~~
- ~~Directive 0220.11 Confidential Information~~
- Radio Call Numbers (SSD) Code List (Intranet)
- ~~Radio Templates (SSD)~~

PROCEDURE (612.00) Call Priorities

a. ~~Priority E Calls (Emergency): In Progress incidents which are life threatening.~~

Definitions

- ~~Priority 1 Calls (Urgent): In Progress incidents when a life may be in immediate danger; Occurring/Imminent Danger to Life.~~
- b. ~~Priority 2 Calls (Immediate): In Progress incidents where there is the potential for physical injury or involves a major property crime.~~
- c. ~~Priority 3 Calls (Expedite): Incidents which may include crimes in progress but does not involve an immediate danger to persons or property.~~
 - ~~Priority 2 Calls: Occurring/Potential Threat to Person.~~
 - ~~Priority 3 Calls: Occurring/Potential Threat to Property.~~
- ~~Priority 4 Calls (Routine): All other incidents; Expedited Response.~~
- ~~Priority 5 Calls (Delayed): Situations when; Escalation Priority for Holding Calls.~~
- ~~Priority 6 Calls: Routine Response.~~
- ~~Priority 7 Calls: As-Available Response.~~

Policy:

1. ~~Radios and other communication tools are essential tools for Portland Police Bureau members to safeguard the public, investigate criminal acts, apprehend suspects, and respond to emergencies. This policy directs members in the caller cannot immediately meet appropriate use of radios, Mobile Data Computers (MDCs), and Computer Aided Dispatch (CAD), as well as working with the member. When the caller does become available, calls are reassigned the proper priority code. Bureau of Emergency Communication (BOEC).~~

Procedure:

1. Radio Use:

Member Responsibilities: **Response Goals (612.00)**

~~a. Bureau of Emergency Communication (BOEC) Responsibilities:~~

- ~~1. Set and meet goals regarding the time from call receipt to dispatch of Priority E, 1 and 2 calls.~~
- ~~2. Dispatch Priority E, 1 and 2 calls immediately.~~
- ~~3. Notify a PPB supervisor when priority 3 calls are holding longer than 30 minutes and priority 4 calls holding longer than 1 hour.~~

~~b. Member Responsibilities:~~

- ~~1. Always subject to Priority E, 1 and 2 calls.~~
- ~~2. If possible, self-dispatch on priority 3 calls within 30 minutes and priority 4 calls within 1 hour.~~
- ~~3. Respond to calls in a manner that provides the best possible service to the community and reflects response goals.~~

1.1.

- 1.1.1. Members working in patrol capacity are responsible for monitoring radio traffic on their assigned net, unless it is not feasible (attending court, conducting sensitive interviews etc...).
- 1.1.2. Members working in a patrol capacity will be subject to priority 1 and 2 calls at any time they are on duty and available. Members will clear off low priority calls when feasible to respond to pending priority 1 and 2 calls.
- 1.1.3. When dispatched to calls members will announce they are on scene, either by radio or MDT as soon as feasible.
- 1.1.4. Members will keep their radio transmissions as concise as practicable.
- 1.1.5. Members shall communicate in plain language, except for the use of approved 10 codes, clearance codes, and sensitive incident codes, located on the Bureau Intranet.
- 1.1.6. Members who are unable to communicate via radio due to equipment malfunctions will disengage from the public as soon as feasible and notify their supervisor. Until the problem is resolved members will not take police action unless it is a life safety matter.
- 1.1.7. Members entering an area known to have limited or no radio service will advise dispatch.
- 1.1.8. If a member disputes a call prioritization, or believes a denial of service is warranted, they will direct the matter to their supervisor rather than a BOEC dispatcher.
- 1.1.9. Members will make every attempt not to engage in verbal altercations with other members or dispatchers on radio talk groups.
- 1.1.10. All member communications must comport with Directive 0310.00 Professional Conduct and Courtesy.
- 1.1.11. As stated in Directive 0220.11 Confidential Information members will not use radio channels for personal communication.

1.2. Traffic Stops:

- 1.2.1. Prior to initiating a traffic stop members shall, when feasible, attempt to check the vehicle's license plate by MDC, and then provide the following information by radio or MDC: Unit number, vehicle license plate or description, and location.

1.3. Subject Stops:

1.3.1. Members shall, when feasible, provide their unit number and location via radio or MDC prior to initiating the stop.

~~1.1.1.4.~~ Supervisor Responsibilities:

~~1. Monitor their precinct call load to ensure response goals are met.~~

~~1.4.1. When unable to monitor pending calls, he/she~~Supervisors working in a patrol capacity are responsible for monitoring radio traffic on their assigned net, unless it is not feasible (attending court, conducting sensitive interviews etc...).

~~1.4.2. Supervisors will raise or lower call priorities as dictated by the circumstances of the call.~~

~~1.4.3. Supervisors will notify BOEC so the dispatcher can ensure the response goals when staffing, or other constraints, require a modified police response such as responding to priority calls only.~~

~~1.1.1.1.4.4.~~ Supervisors are met, solely responsible for all denials of service, and the supervisor's name or unit number will be entered into the call along with the reason for the denial.

~~2. If response goals cannot be met, request assistance from a supervisor from another precinct.~~

~~c. Operations Branch Chief's Responsibilities:~~

~~1. Set and manage response goals for Priority 3 and 4 calls.~~

~~2. Periodically review and adjust response goals, as appropriate.~~

~~1.4.4.1. Supervisors or their designee shall attempt to notify callers wanting contact of the denial of service and the reason. Supervisors may designate a caller for no additional notifications during a shift if the caller continues to call back and or is abusive to members or BOEC staff.~~

Mobile Data Computer (MDC) and Computer **Assisted Aided** Dispatch **System**

2. (CAD) ~~(612.00)~~ Use:

2.1. Members will comply with all laws and regulations regarding computer systems. The MDC/CAD is for official use only and any system or e-mail messages that contain sexual, racial, degrading or suggestive remarks are prohibited. Personal messages may be sent, but they must conform to standards. ~~Limited personal messages may be sent provided these are~~ incidental, of short duration and conform to the above standards. ~~All messages, and e-mail those set forth in the CAD are subject to review~~ Directive 0310.00 Professional Conduct and ~~privacy should not be expected. Members will not use unauthorized software or RAM cards in the MDC~~ Courtesy.

~~Members will not release information from computer data bases to the public. Requests for information of this nature should be directed to the Records Division (Records). Radio call information requests, which cannot be answered by accessing CAD, should be directed to BOEC.~~

Radio Use (612.00)

~~Police operations (dispatch) talkgroups are used for routine communications between BOEC and units. They will not be used for car to car communications unless during an emergency. No car to car, car to office or pursuit transmissions are permitted on the service net.~~

~~Police tactical talkgroups are used for the coordination of a single event where remaining on an operational talkgroup is disruptive or unsafe. TAC I is available as a back up to the main dispatch net. A dispatcher will use this talkgroup when the dispatch talkgroup is not functioning or if non-emergency traffic is restricted on that talkgroup. TAC II is for units to coordinate responses to on-going incidents. TAC III is for tactical & undercover missions. Other tactical talkgroups are controlled by the division/unit to which the net is assigned.~~

2.2. Administrative talkgroups are used for communications from car to car or units to their offices. Division/units with an assigned administrative talkgroup will always monitor this talkgroup in addition to Members and supervisors working in a patrol capacity will monitor their MDCs while on duty whenever feasible.

When logging on members will enter their operational talkgroup.

~~Requests for BOEC dispatcher support on non-operational talkgroups should be made as far in advance as possible. Copies of applicable operation orders should be forwarded to BOEC in advance. When the need for additional support is immediate, the request may be made verbally by a supervisor to a BOEC supervisor.~~

~~For further details refer to the PPB Radio Template on the Intranet.~~

~~NE DP—no longer used for auto records. May be used as an additional dispatch channel as needed as well as for special events (Rose Festival, VIP visits, demonstrations).~~

~~OSP 9—a cross patch to OSP radio channel 9 which is the metro area OSP channel. When broadcasting, inform the OSP dispatcher that you are on “9.”~~

~~ODOT—dispatches COMET response vehicles. Officer may talk directly with COMET trucks.~~

~~COMM 1 and 2—used for law enforcement communications within Multnomah County.~~

~~MU Law 1 and 2 (renamed from Law 1 and 2)—region wide law enforcement channel. Clackamas and Washington counties also have a Law 1 and 2 which are WA Law 1, 2 and CC Law 1.~~

~~PPB auto records—auto records will monitor this channel.~~

~~US Marsh—tactical channel for US Marshals service, no dispatcher.~~

~~OHSU SEC— dispatcher for OHSU security 24/7.~~

~~A, B and C channels— used by all 800 radio users for large events. Metro A, B and C are renamed MULT A, B and C. Clark County and Washington County also have A, B and C.~~

~~Stanton— 24 hour dispatch for Portland Bureau of Maintenance.~~

~~Water— 24 hour dispatch for Portland Water Bureau.~~

~~USCG— 24 hour dispatch for USCG Station, Portland.~~

~~Zone G contains national and state talk groups that function separately from the Portland radio systems. “I” channels are national channels. “ICALL” is monitored by BOEC. OROPS 1-5 are for use by the State of Oregon agencies and use repeaters in the Metro area. Channels 2 and 5 are generally used by law enforcement. WAOPS are used in the State of Washington and are not repeated in the Portland-Vancouver region. These channels can also be used in a simplex mode when the user turns off the repeated function in the pack set or car radio.~~

~~Zone H is an emergency use zone in case of a catastrophic failure of the Portland radio towers. Officers will be directed to specific channels that use radio towers from either Vancouver, Washington County or Clackamas County.~~

~~Eagle 2— used for car to car between Clark County Sheriff's Office and Vancouver Police Department.~~

~~WASNET— serves as the Service Net for Washington County during peak usage. During early morning hours, it is the combined dispatch for South Cities dispatch and Hillsboro dispatch.~~

~~OSP-12— the cross patch for OSP patrols in the Gorge area of Multnomah County. When broadcasting, advise the OSP dispatcher you are on “12.”~~

~~WA Buxon and Roundtop— are additional repeaters of WA SO1 used to extend range further into western Washington County.~~

~~a. Member Responsibilities:~~

- ~~1. When receiving transmissions, respond with his/her unit number and location and, if necessary, repeat received information to verify accuracy.~~
- ~~2. Transmit messages by announcing his/her unit, DPSST Number, radio packset number, await acknowledgement and state the message.~~
- ~~2.2.2.3. Transmit emergency messages by stating his/her unit and vehicle number and Emergency. All other units will cease transmissions until the emergency transmission is completed.~~

3. Bureau of Emergency Communications Dispatch Protocols:

- 3.1. BOEC will dispatch calls to members based on, call type, remarks and priority.
- 3.2. BOEC will assist members in responding to calls by broadcasting pertinent information relating to any call for service.
- 3.3. BOEC will assist in coordinating responses with partner agencies such as Portland Fire and Rescue, or neighboring law enforcement agencies.
- 3.4. If a BOEC dispatcher disputes a call prioritization or officer assignment, they will direct the matter to an appropriate supervisor.

4. Emergency Procedures: If normal radio communications fail for any reason, members will adhere to the following procedures until notified of alternate arrangements by BOEC.

4.1. Member Responsibilities:

- ~~3. Break contact with the public as soon as possible. Switch to the appropriate talk group when dispatched to another precinct/agency. When communicating on another agency's talk group, preface his/her unit number with our agency name, (i.e., Portland Police 850).~~
- ~~4. Request phone calls be made by his/her precinct/office on an administrative net or on Private Call. Members will not request the Service net to make telephone calls.~~
 - 4.1.1.
 - 4.1.2. Go to the nearest precinct or firehouse and contact their supervisor.
 - 4.1.3. Switch to National Calling Channel, 8Call90 on their radio.
 - 4.1.4. Remain at or return to standby location as directed by their supervisor.

~~2.3.4.2.~~ Supervisor Responsibilities:

- ~~1. Ensure members comply with appropriate radio use.~~
- ~~2. Extraordinary requests for BOEC support on non-operational talk groups should be made in writing, through channels. Copies of Operation Orders should be forwarded to BOEC in advance. When the need for such support is immediate, the request may be made verbally to a BOEC supervisor.~~

BOEC Record Policy and Information Requests (612.00)

~~BOEC does not directly release any information to the media. All release of BOEC information is done through the user agency responsible for the response.~~

- ~~a. Radio Recordings: BOEC retains all voice recordings for 30 months. Requests for recordings should be routed through a supervisor, to BOEC. Recording requests should identify specific information needed, (i.e., East Talkgroup pursuit through 10-61 or incoming call only. If a member feels that the Master Voice Logging recording needs to be retained longer than 30 months, they must contact BOEC for directions on placing a hold on the master recording. Recordings are generally copied and returned within 10 days of request. Priority is given to recordings required by the courts or those used in ongoing investigations.~~
- ~~b. CAD Data: Available to each user through the CAD terminals in patrol vehicles, precincts, and various other divisions. The CAD maintains on-line Unit Histories for one month and Incident Histories for seven months. BOEC maintains some limited CAD data in off-line files, which can be retrieved by forwarding a written request, through channels, to the Director of BOEC.~~

Radio Call Numbers (612.00)

RU managers may assign numbers, including unassigned numbers, within their designated block of numbers. However, all changes and/or modifications must be forwarded to the Strategic Services Division (SSD). Those number blocks identified as Reserved cannot be assigned without Strategic Services' approval.

Status Codes (612.00)

Members will use the following codes in transmissions, rather than clear voice:

VOICE/MDC	CODES	MEANING
MDC	10-8	Clear
MDC	10-11	Beginning shift
Voice	10-51	Can suspect over hear this
Voice	10-57	Stolen Vehicle
either	10-61	Prisoner in Custody
either	10-62	Transporting Prisoner
either	10-63	Transporting Citizen
either	10-64	Prisoner/Citizen Transport Complete
voice	10-71	Warrant Service
either	10-72	Detail Assignment from Supervisor
either	10-73	Follow up
either	10-74	Servicing Equipment
voice	10-75	Stake Out (Code 5)
either	10-77	Checking Person
MDC	10-81	Coffee Break
MDC	10-82	Meal Break
MDC	10-83	Writing Reports
either	10-84	Checking Vehicle/Traffic Stop
either	10-85	Inspect Premises/Security Check
either	10-86	Walk and Talk (Conditionally Available)
either	10-87	Bike Patrol (Conditionally Available)
either	10-88	Monitoring the radio but not the MDC
either	10-89	Other

Radio Disposition Codes (612.00)

The primary unit assigned to a call will assign a disposition code when clearing. The disposition code W8 should only be used by the primary unit. Cover units should clear by typing and sending C on the MDC, or by voice with the dispatcher.

Members will use the following letter/number code in all dispositions:

CODE ——— MEANING

- R1 ——— Report Written — Original
- R2 ——— Report Written — Supplemental/Follow up
- R3 ——— Report Written — Non numbered — Non connect
- S1 ——— Cannot Locate Person

S2	No Such Address
S3	Reported Condition does not exist
T1	Premises Checked - False Alarm
T2	Premises Checked - Found Secure
T3	Premises Checked - Made Secure
T4	Alarm cancelled
W1	Assignment Completed
W2	Person Assisted
W3	Person Advised/Referred
W4	Hazard Corrected/Removed
W5	Delivered Person, Message, Package
W6	Peace Restored
W7	Nuisance Abated
W8	Arrest Investigation Made by Other Agency
X1	Person Checked OK
X2	Vehicle Checked OK
Y1	FCR Completed
Y2	Warning Given
Y3	Citation/Tag issued
Z1	Misc. Disposition - BOEC only

Sensitive Incident Codes (612.00)

Members discussing sensitive incidents will use the following codes:

CODE	MEANING
33B	Bomb Threat
33INV	Chemical Release Investigation
33CTH	Chemical Release - Threat
33C	Chemical Release
55A	Death; homicide
55K	Death; all other
27A	Hold-up alarm (silent)
27B	Intrusion/Burglar alarm (silent)
39A	Rape
39B	Other Sexual Assault

Special Files (612.00)

The CAD has the capability of creating and maintaining special files to provide information to members as incidents arise. Each special file has its own characteristics as outlined below:

- a. Special Interest File: Contains information that is operationally useful, is not already flagged in PPDS and does not involve probable cause to arrest. Information is automatically purged in 72 hours, unless another expiration date is entered. Entries could include: safety concerns, information which could help solve a crime and other timely information. Members are responsible for deleting information, which is no longer useful.

- ~~b. Vehicle/Suspect File: A file with probable cause information relative to vehicles and suspects. This file has an automatic 72-hour purge factor. Entries require supervisor approval.~~
- ~~1. Member responsibilities when using the vehicle/suspect file.~~
 - ~~a) Write a report prior to making the entry (a suspect alert report will suffice).~~
 - ~~b) Delete information which is no longer useful.~~
 - ~~2. Supervisor Responsibility: Approve entry and enter Bureau I.D. number in the Reason for Contact field.~~
- ~~c. Premise Information File: A file with information relative to a specific address as it relates to officer safety, enhanced or altered response or other information.~~
- ~~1. Permanent entries can only be added by a BOEC supervisor.~~
 - ~~a) Member Responsibility: Requests entry in writing on an interoffice memo and gain approval by a Bureau supervisor.~~
 - ~~b) Supervisor Responsibility: Review and forward approved requests to BOEC before the end of the shift.~~
 - ~~2. Temporary entries (1-7 days) may be made verbally to the BOEC dispatcher or entered via MDC. Information entered in this fashion will automatically purge after seven days.~~

Telephone Report Unit (TRU) (612.00)

During TRU operation hours, referring a call to TRU should be coordinated through the dispatcher.

Emergency Procedures for BOEC (612.00)

If communications are disabled due to equipment failure or an incident, which causes BOEC to be evacuated, the following will be in effect and will remain in effect until BOEC is able to correct the problem, return to their building or until Bureau supervisors are informed by a BOEC supervisor that alternate procedures should be followed. In the event of a partial radio system failure in which some but not all the primary talkgroups are inoperable, members will move to an operable primary talkgroup, check in, and wait for instructions.

- ~~a. Member Responsibilities:~~
 - ~~1. Ascertain whether the problem is with the radio or the system.~~
 - ~~2. If the problem is a system problem:~~
 - ~~a) Determine Break contact with the public as soon as possible.~~
 - ~~b) Go to the nearest precinct or firehouse and contact his/her supervisor or desk clerk.~~
 - ~~c) Remain at or return to standby location as directed.~~
- ~~b. Supervisor Responsibilities:~~
 - ~~2.3.1.4.2.1. Ascertain the nature of the malfunction from BOEC communication failure.~~
 - ~~2.3.2.4.2.2. Initiate command notifications.~~
 - ~~2.3.3.4.2.3. Order units to disengage from public contact, if possible, and limit/refrain from discretionary traffic stops activity.~~
 - ~~1. Instruct units to standby at the nearest precinct or fire station.~~
 - ~~2.3.4.4.2.4. Conduct a roll call as soon as possible and locate missing units.~~
 - ~~2.3.5.4.2.5. Dispatch units onto Priority E-1, and 2 calls only with at least one cover unit, unless the primary unit is a two member unit officer.~~

~~2. Dispatch at least four units on Code 0 calls.~~

~~2.3.6.4.2.6. Instruct units to return to standby location after their call.~~

~~Basic BOEC Responsibilities (612.00)~~

- ~~a. Process and prioritize incoming calls.~~
- ~~b. Dispatch calls in accordance with the Unit Assignment Table.~~
- ~~c. Dispatch Priority E, 1 and 2 calls to the district unit and if the unit is not available, any unit in the precinct within a reasonable proximity to the incident will be assigned the call. In the event those units are unavailable, the closest unit, regardless of precinct assignment, will be assigned the incident.~~
- ~~d. Dispatch according to the following minimum response guidelines (members may cancel additional units upon arrival):~~
 - ~~1. Priority E Calls: Two members will be dispatched.~~
 - ~~2. Priority 1 and 2 Calls: Two members will be dispatched.~~
 - ~~3. Priority 3 and 4 Calls: One member will be dispatched.~~
 - ~~4. Code 0 Calls: Four units will be dispatched.~~
 - ~~5. Cover Requests: One member will be dispatched when the requesting member has not designated how many units are needed.~~
 - ~~6. Emergency Status Activation: Two members will be dispatched. BOEC will attempt to verify the emergency and the location as units respond.~~
- ~~e. Refer calls to other appropriate members, (i.e., TRU, desk clerks, I&R, etc.).~~
- ~~f. Voice dispatch calls to units not having a MDC, (i.e., traffic units, bicycle patrols and mounted patrols).~~
- ~~g. Rebroadcast on all operational talkgroups information relative to urgent incidents. Incident information occurring in an adjacent precinct/agency, which could create an officer safety situation, will also be broadcast on the adjacent precinct/agency's talkgroup. Urgent incidents are situations where any of the following occurs:~~
 - ~~1. Officer in trouble.~~
 - ~~2. Armed robbery in progress or just occurred.~~
 - ~~3. Shooting just occurred.~~
 - ~~4. Silent hold up alarm, during business hours.~~
 - ~~5. Pursuit (Bureau or any agency entering Portland's jurisdiction).~~
 - ~~6. Sniper or hostage situation.~~
 - ~~7. In progress felonies or serious misdemeanors where an immediate police response will assist in the suspect's apprehension, or prevent loss of life, physical injury or major property damage.~~
- ~~h. Provide support to members when it is not possible for them to use MDCs, cellular telephones, etc. Notifications and call ups will be done by members; except, SERT, EDU, HNT and Traffic Investigations will be done by BOEC. Non-emergency call backs will be done by members or by their desk clerk.~~
- ~~i. Broadcast via voice and enter into the CAD all Attempt to Locate and Information of Interest information prior to closing the call.~~
- ~~j. When the unavailability of units causes a significant geographic segment of a precinct to be without an immediate response capability, the dispatcher shall notify a field supervisor. If a~~

~~field supervisor is unavailable, the dispatcher may direct these movements of units and notify a supervisor when practical.~~

- ~~k. Notify the field supervisor if pending calls for service appear to be unusually heavy in any one district or area.~~
- ~~l. district or area.~~
- ~~m. BOEC supervisors may raise or lower a call priority when appropriate. Decisions made by a BOEC supervisor regarding a call priority may not be changed without a Bureau supervisor's approval, unless circumstances dictate otherwise.~~
- ~~n. The 9-1-1 center dispatching a pursuit will contact other 9-1-1 centers and provide the following:†~~
 - ~~1. Agency in pursuit.~~
 - ~~2. Reason for the pursuit.~~
 - ~~3. Vehicle/suspect description.~~
 - ~~4. Direction of pursuit.~~
- ~~o. The other 9-1-1 centers will advise their members of the pursuit and the talkgroup it is on.~~
- ~~p. The pursuit crosses jurisdictional lines and that agency assumes the pursuit, the 9-1-1 center for the assuming agency will dispatch the pursuit.~~

Basic Member Responsibilities (612.00)

- ~~a. Go in service, out of service and end his/her shift by MDC. Members will log on with the MDC with the following information:~~
 - ~~1. Unit number.~~
 - ~~2. Shift.~~
 - ~~3. Bureau I.D. number.~~
 - ~~4. Portable radio number.~~
 - ~~5. Password.~~
 - ~~6. Vehicle number.~~
 - ~~7. Cell phone number.~~
 - ~~8. Shotgun number.~~
 - ~~9. Car radio number.~~
- ~~b. FTOs with trainees will notify the dispatcher by voice/MDC when they are a Training Car and considered a one member car for cover purposes.~~
- ~~c. Complete calls received from BOEC as if received directly from a supervisor. Members will acknowledge calls without comment unless additional information is needed. If a member objects to a Priority E, 1 or 2 call, the member will complete the call, then object through appropriate channels, unless:~~
 - ~~1. The call or directive is altered or countermanded by a supervisor, at which time that supervisor's name and/or Bureau I.D. number will be entered into the CAD.~~
 - ~~2. If he/she has good reason to believe that the dispatcher's directive entails a potential violation of law or policy or is an unnecessary risk to the safety of members or the public, then he/she may immediately contact a Bureau supervisor for a resolution.~~
- ~~d. Monitor radio and MDC, except while in court, at MCDC, etc.~~
- ~~e. Respond to a dispatched higher priority call while servicing a lower priority call.~~
- ~~f. Respond, arrive and communicate tactical information via voice to Priority E, 1 and 2 calls or calls with cover. Members may update to On Scene by MDC, if tactically necessary.~~

- g. ~~For Priority 3, 4 and 5 calls:

 1. Regularly, and after clearing a call, review calls holding within his/ her district and in adjoining districts on the MDC and assign themselves to calls when necessary to maintain response time goals.
 2. Notify a supervisor if unable to respond to a call in a timely manner.
 3. Before taking a holding call, consider the length of time the call has held, the nature of the call, the member's reasonable proximity factors (distance, time, shift conditions, unit availability and practicality) and the member's personal knowledge of the call.
 4. Assign themselves to Priority 3 and 4 calls by MDC.
 5. Request cover as necessary.
 6. Notify the dispatcher and a supervisor when unavailable for calls for an extended period of time.~~
- h. ~~Before making a traffic stop, attempt to check the vehicle's plate by MDC first, and then give the following information by voice or MDC:

 1. Unit number and 10-84 (wait for dispatcher to acknowledge).
 2. Vehicle license plate or description.
 3. Location.~~
- i. ~~Use the MDC for routine status changes, (i.e., 10-81, 10-82, etc.), and include the location.~~
- j. ~~If practical, use the MDC Self initiated Activity Mask when initiating non-cover activity.~~
- k. ~~Requests for medical and fire assistance will be done via voice on Police Talkgroups only. In tactical situations where EMS is staging, members may use PFB DP to advise the medical/fire personnel when it is safe to enter the scene.~~
- l. ~~The first member at the scene of a major incident or tactical situation requiring two or more units will assume control of the scene until relieved by a supervisor.~~
- m. ~~Members will broadcast any Attempt to Locate or Information of Interest via voice prior to closing the call.~~
- n. ~~Recommend to supervisors the denial of service based on repeated requests to a chronic location or situation for which there is no resolution.~~
- o. ~~Request cover for his/her self-dispatched calls.~~
- p. ~~Immediately contact Records after stolen or recovered vehicle reports are taken.~~
- q. ~~Take Priority 3 and 4 calls up to 30 minutes prior to the end of the shift (supervisors may override this policy on a case-by-case basis).~~
- r. ~~Non-emergency call backs should be done by the members or desk clerks. Non-emergency call backs are generally defined as call backs relating to priority 3 and 4 calls, and those E, 1, and 2 calls when the incident has stabilized.~~

Basic Supervisor Responsibilities (612.00)

- a. ~~Deploy members by using a standard district numbering system, which allows deploying up to four cars per district for various activities, as follows (using district 620 as an example):~~

	Days	Afternoons	Nights
1 car assigned	623	626	629
2 cars	621	624	627
	622	625	628
3 cars	621	624	627
	622	625	628

	623	626	629
4 cars	621	624	627
	622	625	628
	623	626	629
	620	620	620

- ~~1. System eliminates shift designators and provides for the assignment of several cars to a single district to cover call taking needs and allow problem solving time.~~
- ~~2. Supervisors should consider the options for numerical assignments available in relation to problems needing to be addressed. For example, a member needing some time to work on a problem could log off from his/her three-digit district number and log on with a four-digit non-call taking number, allowing the member time to address a problem area. Bicycles or other units with specific missions can be given four-digit numbers so they are not subject to radio calls but are in the CAD. An additional three-digit numbered car can be assigned to a district to handle only Priority 3 & 4 calls, which would allow the other district car time to work on problem areas and still respond to emergency calls in the district.~~
 - ~~b. Keep the assignment of administrative tasks to district units at an absolute minimum during pre-relief hours.~~
 - ~~c. Approve Denials of Service. After the supervisor has decided a course of action other than responding to the call, BOEC will be notified and the supervisor's name and/or Bureau I.D. number will be entered into the call along with the reason for denial. The supervisor will contact the complainant and explain the denial of service. BOEC will not make these callbacks.~~
 - ~~d. During major situations or tactical responses requiring multiple units, assume direct responsibility for the assignment and deployment of police resources. Prior to arrival, the first member at the scene will assume control.~~
 - ~~e. When the unavailability of units causes a significant segment of the precinct to be without an immediate response capability, the supervisor will redirect units for adequate coverage. Requests may be made of other precincts or jurisdictions.~~
 - ~~f. Raise or lower a call priority depending on the circumstances.~~
 - ~~g. Supervisors will monitor MDC, CAD and radio messages to ensure conformance to procedures and standards.~~

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 14, 2023 2:09:22 PM
Last Modified: Tuesday, February 14, 2023 2:09:31 PM
Time Spent: 00:00:08

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Q1

Please provide feedback for this directive

Test

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, February 17, 2023 12:23:38 PM
Last Modified: Friday, February 17, 2023 12:30:17 PM
Time Spent: 00:06:39

Page 1

Q1

Please provide feedback for this directive

Status Code Section -- Does not include code for opening the 1st & Jefferson garage door. This is important for weekend access.

Special Files (612.00) Section a -- Refers to PPDS. It should refer to RMS or Versaterm.

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, March 02, 2023 1:30:15 PM
Last Modified: Thursday, March 02, 2023 2:05:19 PM
Time Spent: 00:35:03

Page 1

Q1

Please provide feedback for this directive

Significant portions of the current directive are no longer valid due to substantial changes not only within PPB radio use but our neighboring agencies too. Our current radio template contains references that are no longer valid (since it was last updated in 2015).

Before this directive is updated, we should convene a Radio Work Group with key stakeholders (EMU, SERT, EDU, BOEC, ASU, PF&R, Dets, SRD, QM, NOC Tech, CIU, COMMNET) coordinated by Josh Goldschmidt (Radio Grant Coordinator @ PPB) and reporting directly to an Assistant Chief.

On an EMU specific level - here is our input:

Requesting dispatch support for a pre-planned event -

Supervisors may request dispatch support on an additional talkgroup for planned events. The request should be accompanied with an IAP that outlines the proposed talkgroup and duration. When the need for an additional talkgroup is immediate, a supervisor may make a request verbally to a BOEC Supervisor. IAPs should be forwarded to BOEC via email at "BOEC-IAP for Special Events"

Extraordinary operations -

Radio communications may become degraded or lost due to a number of reasons. The nature or extent of the degradation will not be immediately apparent. If a unit loses radio communications attempt to establish if the problem is their radio(s) or accessories, or if it is their immediate location.

The Portland radio system has a number of redundant features that would not be immediately apparent until a radio sends a tone and indicates "Site Trunking". In this configuration radio communications will be diminished in parts of the West Hills. Users can still operate however should be alert to the possibility of no coverage in the reduced coverage areas.

A total failure of the system requires switching to alternate systems. In instances of a total failure officers should break contact with the public and return to a precinct, a PPB facility, or a fire station. Officers should turn the radio to Zone R-1, 8CAL90 for directions from BOEC that will indicate what channel they will be assigned for operations.

Use of codes-

Officers will minimize the use of codes and utilize "plain voice" (Per NIMS guidance).

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Sgt. Marty Schell, Emergency Managment Unit**
