

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

RADIO AND MDT OPERATION AND DESIGNATION

Reviewed by: Darren Wolf	Effective Date: January 1, 1999
Authorized by: Interim Chief Greg Scott	Revision Date: December 9, 2020

PURPOSE

The purpose of this SOP is to provide guidelines establishing the proper use of: police radio call signs and identifiers; and police radios and squad Mobile Data Terminals.

PROCEDURE

The Bloomington Police Department has adopted a comprehensive radio call sign designation scheme. The designators presented below shall be used to identify officers during radio communications.

It is important that units use their complete designator on **ALL** transmissions. Not using or shortening the designator causes confusion as to who is transmitting or who is being called.

Radio designators will be assigned at the beginning of each year and are assigned by seniority. Radio designators will only change during the year if the affected officer is either placed in or removed from a specialized assignment. Officers coming out of a specialized assignment and reentering the patrol division will be assigned the next available number at the end of the patrol list until call signs are reallocated the next calendar year. Officers will use their assigned designator for all assignments, except downtown hirebacks. There will be a need to change a designator to indicate a Downtown Unit as a “Baker” unit. Officers working all other hire-back jobs (DV, Coliseum, and Galaxy 14) will use their regularly assigned designator.

The following are examples of designators for different units within the Department:

COMMAND

Chief of Police	Command 1
Asst. Chief Operations	Command 2
Asst. Chief Administration	Command 3
Asst. Chief Professional Standards	Command 4

LIEUTENANTS

Designator will be “Lincoln”.	Lincoln 1
	Lincoln 2

SERGEANTS

Designator will be "Sam". Sam 1
Sam 2

PATROL

Designators will be "Adam" Adam 1
Adam 2

CANINE UNITS

Designator will be "K9" K9 1
K9 2

NEIGHBORHOOD FOCUS TEAM

Designator will be "Frank" Frank 1
Frank 2

TRAINING UNITS

Designator will be "Tom" Tom 1
Tom 2

STREET CRIMES UNIT

Designator will be "Paul" Paul 1
Paul 2

CRIMINAL INVESTIGATIONS

Designator will be "Ida" Ida 1
Ida 2

VICE/DRUGS

Designator will be "Victor" Victor 1
Victor 2

SCHOOL RESOURCE

Designator will be "Robert" Robert 1
Robert 2

PUBLIC AFFAIRS

Designator will be "Paul Adam" PA 1
PA 2

US MARSHALLS

Designator will be "Mary" Mary 1
Mary 2

DOWNTOWN BAR UNITS (hireback)

Designator will be "Baker" Baker 1
Baker 2

IN SERVICE PROCEDURE

At the start of each shift, the officer assigned to a particular vehicle and beat will go in service, over the radio, by identifying his call designation and assigned vehicle number. For example, the senior patrol officer would transmit the following information: "Adam 1, in service, Unit #23".

OUT OF SERVICE PROCEDURE

At the end of each shift, the officer shall inform the telecommunicator that he is going out of service to end his tour of duty. This should be done by informing the telecommunicator he is out of service. For example, the senior patrol officer would transmit the following information "Adam 1, out of service".

RADIO USE

The police radio will continue to be the primary means of communication between officers and the dispatch center. The radio will not be used to conduct personal business or to conduct unnecessary conversation. Officers should use the car-to-car channel or the old channel two for conversations between officers not of an immediate nature. Officers should not use the radio as a means of communicating obscene, derogatory, or otherwise offensive information. Officers shall not transmit on any channel information which shows a lack of due respect to other employees, supervisors, the administration, other agencies, or any member of the public. Officers should not use any radio channel for personal socializing or personal entertainment.

MDT USE

Officers shall log on to the MDT and to the Computer Aided Dispatch {CAD} system at the beginning of their shift or assignment, and remain logged on for the duration of their shift or assignment. Officers will not be dispatched to calls by way of the MDT. Officers should use the radio to acknowledge calls and to inform dispatch they are enroute, on scene, or clear from a call. The MDT should not be used to call for breaks or meals. This should be done over the radio. The MDT should be used for job related information and official business only, to run registration and driver's license checks of a routine nature. Officers should not use the MDT as a means of communication of obscene, derogatory, or otherwise offensive information. Officers should not transmit information which shows a lack of due respect to other employees, supervisors, the administration, the public, or other agencies. Officers should not use the MDTs for personal entertainment and/or personal socializing. These messages are retrievable and may be subpoenaed in some circumstances. Routine audits of these messages may be done.