



2-10 USE OF EMERGENCY COMMUNICATIONS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-100 Emergency Communications Center Division (Currently 9-1)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-10-1 Purpose

It is the purpose of ~~the Emergency Communications Center (ECC)~~ this policy to make an effective difference in the City of Albuquerque by providing high quality, professional, and effective communications, and to ensure responder safety, while striving to save lives and protect property. Furthermore, it is the purpose of this policy to recognize the Emergency Communications Center (ECC) as the vital link to emergency services ~~Through cooperation, continued education, and commitment to excellence, we are the vital link to emergency services.~~

2-10-2 Policy

It is the policy of the Albuquerque Police Department (Department) to coordinate the delivery of police services with requests from ~~citizens~~ the community and Department personnel through the use of radio, telephone, and digital communications equipment.

2-10-3 Definitions

A. All Ops Dispatch Group

A ~~talk~~ group that is utilized by dispatchers to broadcast a ~~Priority 1~~ call for service information on all channels simultaneously. To ensure that Priority 1 calls are dispatched and responded to in an expeditious manner, the 800MHz-radio system has the capability of simulcasting on all talk groups. This feature can be useful in disseminating vital information and Priority 1 calls to all sworn personnel efficiently.



B. Call Sign

Numbers or a combination of numbers and letters that identify a particular officer assigned to a sector beat or unit or other individuals, by assignment, which need to be readily identified during radio contact

C. Interstate Identification Index (Triple I Requests)

Requests that are used to gather information on a person's previous arrest record and can only be requested by Department sworn personnel.

D. National Crime Information Center

An electronic clearinghouse of crime data utilized by Department personnel to identify stolen property, Motor Vehicle Department (MVD) information, missing or runaway persons, and wanted persons of a nationwide interest.

7 ~~2-10-43~~ Rules

A. Use of Equipment/Radio

1. City communications equipment is to be used for official business only, as follows:

a. The Ten Code shall be used when transmitting;

~~1.~~

~~2.~~ All references to time shall be in military (24-hour) time;

b.

~~3.~~ The necessary language shall be short and relevant;

c.

~~4.~~ When feasible, lengthy messages shall be given to the ECC by telephone, Mobile Digital Terminal (MDT), or on a non-dispatch channel;

d.

~~5.~~ Personnel shall be professional when using voice transmission and when using their MDT. Jokes, wisecracks, profanities, or voice inflections that reflect or indicate irritation, disrespect, or sarcasm shall not be used;

e.

~~6.~~ Transmissions should not be acknowledged unless they are understood; and

f.



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~~7-g.~~ Every officer in a uniformed field assignment must have access to radio communications equipment.

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B. Department Phone Numbers

1. When needed, ECC personnel shall give follow-up contact information ~~will shall be given to citizens~~ the community members. This information ~~will shall~~ include the duty station telephone number, duty hours, and days off. The number, 505-242-COPS (505-242-2677), ~~will shall~~ not be given as a contact number for personnel. ECC personnel shall not give ~~No restricted ECC telephone numbers will shall be given to community members~~ citizens.

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C. Assignment of Unit Call Signs

1. ECC personnel shall assign call signs to sworn personnel ~~The ECC is responsible for the assignment of all call signs.~~

N/A

~~a. Call signs are numbers or combination of numbers and letters that identify a particular officer assigned to a sector beat or unit or other individuals, by assignment, which need to be readily identified during radio contact~~

2. Commanding officers sworn personnel will shall be responsible for notifying ECC, in writing, ~~the ECC~~ of any deletions and/or additions of subordinate officers sworn personnel within their particular command. This ~~will shall~~ ensures officers sworn personnel are assigned a call sign at all times.
3. Sworn personnel who have been assigned permanent call sign shall be called by, and answer to, their assigned unit call ~~number~~ sign.
4. Personnel who call out on the air off-duty ~~will shall~~ identify themselves ~~as~~ with their existing call sign followed by an X (and will shall use "X-ray on the air)." This ~~will shall alert personnel~~ help Communications, the dispatchers, and the assisting officers understand that the officer is off-duty.

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D. Sworn Personnel Unit Location Response

1. When any officer ~~unit~~ is called by the Dispatcher, the ~~unit~~ officer will shall promptly respond with ~~his/her~~ their call sign and location.

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E. Use of Alert Tone/All Ops Transmissions

1. ECC ~~is to will shall~~ utilize the alert tone to designate a specific talk group (assigned radio frequency) as restricted for a specified situation(s). When the alert tone is utilized, it signifies to all personnel that the ~~specific~~ talk group has been restricted



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~~voice transmission~~ to only those personnel working the event/emergency. Personnel not involved in the event ~~should~~ shall cease transmitting when an alert tone or 10-3 is broadcasted ed.

2. ECC ~~will~~ shall utilize the All Ops talk ~~group~~ when indicated possible. The intent of an All Ops transmission is to notify all personnel utilizing a radio of ~~felony crime of~~ emergency radio traffic. If other talk groups are restricted for emergency traffic, sworn personnel shall not use the All Ops transmission ~~will~~ shall not be utilized.

3. The alert tone is utilized for ~~the following types of incidents~~ that have been categorized as a Priority one 1 call for service. †

~~a. Robberies (armed or strong arm) in progress or just occurred including:~~

- ~~i. Carjacking;~~
- ~~ii. Home invasion; or~~
- ~~iii. Commercial robbery;~~

~~b. Hold up alarms~~

~~c. Shootings~~

~~d. Stabbings~~

~~e. Vehicle pursuits~~

~~f. Commercial or residential burglary in progress or just occurred~~

7 F. ~~Calls~~ Dispatches Considered Official Orders

1. Sworn personnel shall consider a All dispatches ~~calls~~ by the ECC ~~shall be considered as~~ as official orders ~~being subject to review only~~ after the call has been responded to and handled. Supervisors may countermand a dispatch for justifiable cause.

2. When dispatched to a call for service, the primary officer ~~will~~ shall be responsible for ensuring that the calling party is contacted before returning into service. Contact ~~will~~ shall not be necessary on calls that indicate "negative contact" or calls where the calling party's identity is not given.

7 G. Authorized Out-of-Service Activities

1. All sworn personnel ~~units~~ with MDT's should routinely log on to the system 10-75 status while off ~~duty~~, especially while traveling to and from work.

2. While performing Chief's Overtime (COT) duties, ~~units~~ sworn personnel will shall log on to the system with Code 10-62-1 and specify their location and duration of the assignment.



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3. All sworn personnel ~~will~~shall log on to ~~their MDT's the Computer Aided Dispatch (CAD) system~~ in an out code status (10-75) before leaving their residence in a City-owned vehicle. ~~This will be done via the MDT.~~ Those without an MDT ~~will~~shall do so by radio. Personnel ~~will~~shall not log off until ~~they return at~~ the end of their duty assignment. Off-duty ~~officers~~sworn personnel en route to a court appearance ~~that will extend into the officer's normal on-duty status~~ will~~shall~~ log on ~~with~~in a court-out status (10-92) and identify the specific court in attendance.

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H. Other Jurisdictions

1. Unless life-threatening emergencies exist, ~~units~~sworn personnel ~~will~~shall not be dispatched to the following locations/incidents without the permission of the appropriate on-duty area supervisor:
 - a. University of New Mexico;
 - b. New Mexico State Fairgrounds;
 - c. Kirtland Air Force Base (except for certain areas);
 - d. Raymond G. Murphy Department of Veteran's Affairs Medical Center Administration Hospital; and
 - e. Locations outside the City limits.
2. In those instances, where life-threatening emergencies are believed to exist, immediate dispatch ~~will~~shall occur with the earliest possible follow-up notification to the appropriate on-duty area supervisor.

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I. Requests by Other Agencies/Cross Dispatches

1. Requests for support services from other agencies ~~will~~shall be handled as follows:
 - a. Life-threatening emergencies ~~will~~shall be honored immediately; ~~and~~
 - b. Non-emergency services requests ~~will~~shall only be honored if approved by either the ECC shift supervisor or the Field Services Bureau (FSB) ~~S~~supervisor in the area command.
2. ~~Officers~~Sworn personnel ~~will~~shall not be cross-dispatched to take reports in other area commands except for the following listed calls, which will shall be given to the beat officer unit where the crime/incident occurred: ~~with the following exception~~
 - a. ~~City~~Calls received from hospital emergency rooms; ~~and~~
 - ~~2.b.~~ and the Family Advocacy Center (FAC) calls. ~~will be given to the beat unit where the crime/incident occurred.~~
3. ~~Officers~~Sworn personnel who are approached by ~~citizens~~community members to investigate crimes that occurred in another beat/area ~~will~~shall not advise the ~~citizen~~



member to return to the location where the crime occurred, but ~~will~~shall handle the call at that time.

4. If a follow-up investigation is needed, the ~~Area~~ Impact Team in the area command in which the crime occurred ~~will~~shall be notified to handle the investigation.

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J. Required Use of MDT

1. Department personnel operating police vehicles equipped with MDT shall use the MDT for all non-emergency communication activities including, but not limited to:
 - a. All non-emergency status changes;
 - b. Self-initiated out-of-service activities;
 - c. Routine car-to-car communications;
 - d. ~~National Crime Information Center (NCIC)~~ and Motor Vehicle Department (MVD) inquiries;
 - e. ~~When Officers~~ Sworn personnel ~~will~~shall log themselves as back-up en route after the initial officer has been voice dispatched;
 - e. On sight events (optional);
 - ~~g.f.~~ When clearing calls with lengthy remarks; and
 - g. Community Policing Events.
 - h.i. Any time an officer engages in a community policing function at a community policing event, the officer shall log out 10-75-1. When logged out 75-1, the officer would still be available for dispatch to high priority calls.
2. Supervisors and/or ~~officers~~ sworn personnel shall not avoid calls ~~by negotiating with Radio Dispatchers as to handling and holding calls.~~ Sworn personnel ~~will~~shall be expected to remain in their ~~a~~ Area ~~c~~ Commands and available for calls until the end of their shifts.
3. ~~Officers~~ Sworn personnel ~~will~~shall be responsible for logging themselves on by using the MDT at the start of their shift and log off at the end of their shift. ~~Radio Dispatchers~~ ~~will~~shall not log ~~officers~~ sworn personnel on or off unless the officer has no MDT or their MDT is out of service.
4. ~~In order to provide officers a primary and clearly identified first line supervisor, the Sergeant or Acting Sergeants~~ ~~will~~shall log on with the "A" designation for acting to clearly identify the acting supervisor themselves.
5. ~~Officers~~ Sworn personnel with MDTs ~~will~~shall log themselves out on breaks (10-60 and 10-61) when cleared and back in ~~service.~~



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6. Supervisors may override Dispatchers as to whom they dispatch on calls but only on a case-by-case basis. Supervisors ~~will~~shall make themselves aware of calls holding before changing any dispatch orders.

7

K. ECC

~~K.~~

1. The ECC is a restricted area. An ECC administrator shall provide a ~~communications center~~ECC will~~shall be provided~~ Access to the ECC ~~will~~shall be provided to authorized personnel only.

a. Unauthorized persons shall not be permitted within the ECC without the permission of an ~~the~~ ECC s~~Supervisor~~Control Supervisor.

b. Department personnel~~Persons~~ requesting tapes, Computer-Aided Dispatch (CAD) printouts, and/or readouts ~~will~~shall be supplied such information by authorized personnel upon approval by the appropriate supervisor. An ECC s~~Supervisor~~Communications supervisor may direct requesters to their substation terminal for a CAD printout.

~~c. Master tapes and certain other original information will not be removed except by written order and signed receipt, due to its evidentiary and confidential nature.~~

7

L. Dispatch Talk Groups

1. Each area command is assigned one voice communications dispatch talk group. On-duty sworn personnel~~units~~ are required to keep their voice communications equipment on the area talk group unless they are actively using one of the non-dispatch talk groups. Sworn personnel shall seek p ~~C~~Prior coordination with an ECC s~~Supervisor~~C Control is required when there is a need to utilize a talk group for a tact plan or special event.

7

M. Additional ECC Data Room Services

1. ~~NCIC is a nationwide computerized system containing criminal justice information concerning files such as stolen property, MVD information and wanted persons of a nationwide interest.~~ Department personnel shall utilize the NCIC radio channel as a dedicated channel for transmissions concerning checks on persons, property, and vehicles.

2. The ECC shall assign trained Telecommunications Operators to handle the NCIC administration functions.

3. In addition to Department personnel, other civilian certified personnel may receive full NCIC information. These personnel are identified in the appropriate CAD file. All messages handled on the system must be of an official police nature.

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N. Confirmation of Inquiry



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1. When an NCIC ~~hit~~ is obtained on an entry, ~~the unit~~ sworn personnel ~~will~~ shall be advised of a possible hit and all pertinent descriptors ~~will~~ shall be provided for verification, along with any additional information affecting the officer's safety while safeguarding the transmission.

2. Interstate Identification Index (Triple I Requests)

~~a. Triple I checks Requests are used to gather information on a person's previous arrest record and can only be requested by Department sworn personnel.~~

i. ECC personnel may fax ~~The Triple I R~~ request form ~~may be faxed~~ to the requesting ~~unit~~ officer, with the appropriate information to be included on the form.

6 3. Misuse of NCIC

a. ~~ECC~~ Department personnel shall not intentionally misuse of information obtained from the NCIC systems. Doing so may result in termination of NCIC privileges for the ECC.

b. ~~ECC~~ Department personnel ~~Individuals~~ may face potential criminal charges for the misuse of NCIC information.

c. ~~ECC~~ Department personnel shall recognize that All NCIC information is considered law enforcement sensitive information; therefore, they ~~and~~ shall not ~~be~~ disseminate NCIC information to unauthorized individuals.

O. Communication with Other Public Safety Agencies

1. For Department personnel to communicate with other area public safety agencies utilizing the Department's 800 MHz radio system, the following procedures ~~will~~ shall be followed:

a. ~~Officers~~ Sworn personnel who ~~needing~~ to communicate with the Bernalillo County Sheriff's Office may utilize the BCSO talk groups, which are programmed in all Department radios;=

b. The New Mexico State Law Enforcement network talk group is also programmed in all Department radios= as (Event 1); and

c. ~~Officers~~ Sworn personnel who ~~communicating~~ with outside agencies who utilize an 800 MHz radio system may utilize the ITAC/ITACTA call groups. These are nationwide 800 MHz public safety frequencies.

7 P. Phonetic Alphabet

1. Department Sworn personnel shall use ~~The phonetic alphabet shall be used~~ for spelling out unusual names, persons, and locations, or when radio reception is poor. Sworn personnel shall use the phonetic alphabet ~~when~~ spelling out a



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~~word, use only the phonetic alphabet; example: John Doe John, Ocean, Henry, Nora, David, Ocean, Edward.~~

- | | | | |
|--------------------|------------------------|-----------------------|-----------------------------|
| A – Adam | H – Henry | O – Ocean | V – Victor |
| B – Boy | I – Ida | P – Paul | W – WillShalliam |
| C – <u>Charles</u> | J – John | Q – Queen | X – X-ray |
| D – David | K – King | R – Robert | Y – Young |
| E – Edward | L – Lincoln | S – Sam | Z – Zebra |
| F – <u>Frank</u> | M – Mary | T – Tom | |
| G – <u>George</u> | N – Nora | U – Union | |

- H – Henry
- I – Ida
- J – John
- K – King
- L – Lincoln
- M – Mary
- N – Nora
- O – Ocean
- P – Paul
- Q – Queen
- R – Robert
- S – Sam
- T – Tom
- U – Union
- V – Victor
- W – ~~Will~~Shalliam
- X – ~~X~~-ray
- Y – Young
- Z – ~~Z~~ebra

Q. All Ops ~~PS~~ Dispatch Group (Simulcasting)

~~1. To ensure that priority one calls are dispatched and responded to in an expeditious manner, the 800MHz radio system has the capability of simulcasting on all talk-groups. This feature can be useful in disseminating vital information and priority one calls to all officers sworn personnel efficiently.~~

~~a. The ECC D dispatcher shall: Duties:~~

~~1.~~

~~a. Upon receiving a Priority one 1 call, i.e., hold up alarm, shooting, stabbing, the Dispatcher will shall utilize the All Ops Dispatch Group and advise that this is an All Ops” (aArea cCommand) call;~~



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~~b. The Dispatcher will shall give~~ Give out the call type basic information ~~on~~ for the call and the location; and

~~c. The Dispatcher will shall~~ Switch back to their respective dispatch ~~group.~~

~~The~~

~~Responding Officer shall: Duties:~~

2.

~~a. An officer who is responding to an "All Ops" priority one call outside of their area command will shall~~ Advise their respective Dispatcher that they are responding to the call an "All Ops" Priority 1 call outside of their area command;

~~b. Switch to the All Ops Dispatch Group where the incident is occurring and advise the Dispatcher that they will shall be~~ are responding to the call; and. ~~The officer will shall~~

~~c. Remain on this dispatch group until the completion of the call.~~

~~Sworn personnel shall not utilize~~

3. ~~The "All Ops" Dispatch Group will shall not be utilized if one of the dispatch groups has been~~ are secured d for an operation (i.e.g., SWAT activation).

~~b.~~

R. Codes



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TEN CODE****

10-1		Receiving Poorly		27-5R	Residential Burglary	10-47		Drunk Driver
10-2		Receiving Well		27-6	Theft, Fraud, Embezzlement	10-48		Use Caution
10-3		Stop Transmitting		27-6M	Theft - Metal	10-49		Any Traffic
10-4		O.K./Understood		27-7	Auto Theft	10-50		No Traffic
10-5		Relay Message		27-7E	Emergency Alarm-BAIT Activation	10-51		Message for Delivery
10-6		Busy on Non-Dispatch Activity		27-7F	Found (Located) Stolen Vehicle	10-52		Audible Alarm
10-7		Out of Service		27-7L	Automated License Plate Reader	10-54		Traffic Stop
10-8		In Service		27-7W	Warm-up Stolen Vehicle	10-55		Ambulance Call
10-9		Repeat Transmission		27-8	Shooting	10-56		Arrived at Scene
10-10		Periodic Watch		27-9	Stabbing	10-57		Narcotics
10-10-0		Welfare check	10-28		Missing Person	10-58		DOA
10-11		Animal Call	10-29		Wanted Check or Broadcast	10-59		Bomb Threat
10-12		Check M.V.D. Revocation	10-30		Juvenile	59-1		Bomb Squad Activation
10-13		Advise Weather/Road Conditions		30-1	Physical Abuse of a child	10-60		Field Briefing
10-14		Escort		30-2	Sexual Abuse of a child	10-61		Lunch Break*
10-15		Family Fight/Domestic Violence		30-3	Child Neglect	10-62		Logged on/Off Duty Officer*
15-1		Domestic Relations Escort/Violation	10-31		Suspicious Person or Vehicle	62-1		Chief's Overtime
10-16		Prisoner in Custody/Pick Up		31-1	E911 Hang up call	10-64		Crime Scene Investigation
10-17		Pick Up/Deliver Items		31D	Suspicious/Intoxicated Subject	64-S		CSS call for Shot Spotter
10-18		Drunk		31T	Mass Casualty Threat	10-65		Kidnapping, Abduction, Hostage
10-19		Return To*	10-32		Fight In Progress	10-66		Nature Call*
10-20		Location	10-33		Fire	10-69		Sniper
10-21		Telephone	10-34		Officer or Meet Officer*	10-70		Hazardous Material Incident
10-22		Send Blood Technician	10-35		Prowler	10-74		Tactical Plan
10-23		Sex Offense	10-36		Time of Day	10-75		Miscellaneous Out Code*
10-24		Direct Traffic	10-37		Shoplifter	75-1		Community Activity*
10-25		Contact	10-38		Vandalism	75-2		Training Student*
10-26		Check Auto Registration		38M	Damage transformers,etc.-Metal	75-3		Training Instructor*
10-27		Investigation Of	10-39		Disturbance	75-4		Non-Enforce Contact
27-U		Use of Force (Disp 24, 25, 26)		39-1	Loud Music	10-76		Send S.W.A.T. Team
27-0		Forgery/Check/Credit Card		39-2	Loud Party	76-1		Tactical Assist
27-1		Homicide		39-3	Shots fired	76-K9		K9 Tactical Call
27-2		Criminal Sexual Penetration		39-3S	Shot Spotter	10-80		Demonstration
27-3		Robbery		39-4	Aggressive Driver/Road Rage	10-81		Civil Disturbance/Riot
27-3A		Auto Car Jacking		39-5	Pan Handlers	10-82		Cover Assistance
27-3C		Commerical Armed Robbery		39-6	Sleeping Individual	10-83		Officer In Trouble
27-3E		Emergency Alarm-ETS Activation	10-40		Behavioral Health Issue	10-88		True Alarm
27-3I		Individual Armed Robbery	10-41		Neighbor Trouble	10-89		False Alarm
27-3R		Residential Armed Robbery-Home Invasion	10-42		Request Dispatch Times/Reports	10-90		Vehicle Maintenance*
27-4		Aggravated Assault/Battery	10-43		Rescue Call	10-91		Vehicle Fuel*
27-5		Burglary		43-1	Suicide	10-92		Court*
27-5A		Auto Burglary	10-44		Traffic Accident No Injuries	10-99		Officer Held Hostage
27-5C		Commerical Burglary	10-45		Traffic Accident Injuries			
27-5E		Burglary ETS Activation	10-46		Wrecker (only if used as an advised call)			

* ALL CODES HIGHLIGHTED IN YELLOW ARE EVENTS, ALL CODES WITH AN ASTERISK (*) INDICATES OUT-CODES AND CANNOT BE AN EVENT, REMAINING CODES ARE STATUS CHANGES OR INFORMATION.

**Any call can be created into a BOLO when applicable, therefore, BOLOS are no longer listed.

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DELETED



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TEN CODE****

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15-1		Domestic Relations Escort/Violation	30-3		Child Neglect	10-61		Lunch Break*
10-16		Prisoner in Custody/Pick Up	10-31		Suspicious Person or Vehicle	10-62		Logged on/Off Duty Officer*
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27-1		Homicide	39-2		Loud Party	76-1		Tactical Assist
27-2		Criminal Sexual Penetration	39-3		Shots fired	76-K9		K9 Tactical Call
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27-4		Aggravated Assault/Battery	10-42		Request Dispatch Times/ Reports	10-90		Vehicle Maintenance*
27-5		Burglary	10-43		Rescue Call	10-91		Vehicle Fuel*
27-5A		Auto Burglary	43-1		Suicide	10-92		Court*
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