

Communications

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Effective Date: 01/15/10 (revised
~~0/18/2023~~)

I. Purpose

The purpose of this directive is to establish procedures for radio communications for the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to have continuous two-way communication capability between the Department of Emergency Services and members of the Office of the Sheriff. This will allow for the prompt handling and routing of calls for service, and enhance the safety of all deputies.

III. Procedures

A. All radio operations will be conducted in accordance with Federal Communications Commissions (FCC) procedures and requirements. The FCC rules and regulations are available on the FCC's website.

B. The Queen Anne's County Department of Emergency Services (DES), Communication Division, provides 24 hour, toll-free voice and TDD telephone access for emergency calls via the 911 System.

C. DES maintains 24 hour, 2-way radio capability, with backup, providing continuous communication with deputies.

D. Through the Computer Aided Dispatch System (CAD), DES maintains relevant information pertaining to each request for service. The information includes:

1. Case/Incident number
2. Date and time of the request
3. Name and address of the complainant
4. Type of incident reported
5. Location of the incident reported
6. Identification of the deputies assigned
7. Time of dispatch
8. Time of arrival
9. Time the deputy cleared the call
10. Call disposition code
11. Additional notes

IV. Maintaining Radio Contact

A. All deputies, with the exception of the Chief Deputy who is continuously logged-in, will notify DES when they begin and end their tour of duty. They will maintain radio contact with DES throughout their shift.

B. Deputies will notify DES of any changes in their status that would subsequently change their availability or assigned duties.

C. DES will monitor the status of all deputies who are on duty or who are in service off duty.

D. Deputies will keep issued radios turned on and tuned to the appropriate talk group unless the situation warrants otherwise. Deputies assigned to Court Security will utilize an earpiece while court is in session.

E. All non-sworn personnel using agency vehicles will notify DES dispatchers via radio when leaving home or beginning use of that vehicle with 10-41 on duty and 10-42 off duty when returning home or ending use of that vehicle.

V. Call Signs

All personnel that utilize the agency radio system will be assigned a call sign. The call sign will designate the Unit or Squad assigned and the supervisors within that Unit or Squad.

A. Command Staff personnel will be assigned the call signs Q-1 thru Q-9, depending upon their rank.

B. Sworn deputies, other than command staff personnel, will be assigned a call sign beginning with the letter Q followed by a two-digit number, beginning with Q-11.

1. The first position "Q" indicates that this is a Queen Anne's County Unit, or K-9 for deputies with canines assigned.

2. The second position indicates the Unit or Squad as follows: