



# Edina Police Operations Manual

Policy Number  
475.00

Subject:

## COMMUNICATIONS PROCEDURE RADIO, MOBILE DATA COMPUTER, AND CELLULAR TELEPHONE

Effective Date  
06/01/1993

Revised Date  
06/19/2020

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### PURPOSE:

To establish guidelines for the use of communication equipment that will increase efficiency and create a professional standard.

#### 475.01

### RADIO CHANNELS

- Subd. 1** All personnel should become familiar with the proper use of all channels, the correct procedures involved in transmitting over the radio, and the appropriate call signs presently in use.
- Subd. 2** Although the 800 MHZ radio is currently set up with multiple zones and sixteen channels per zone, the scope of this section will focus on defining the primary channels used in the 1-Primary Zone:
- EDIC-PD1: Edina police primary dispatch channel. This is a shared radio channel with other dispatched police agencies.
- EDIC-PD2: Edina secondary dispatch channel. Non-emergency traffic and informational requests. This is a shared radio channel with other police agencies.
- EDI-C2CE: Edina police car to car traffic. No Central Communications traffic.
- LTAC-1-4: Statewide law enforcement tactical talk group. Used primarily for pursuits or other multi-agency incidents.
- EDI-DTL: Edina channel used for details or events and is coordinated by dispatch.
- EDI-INVE: Edina police investigations.
- EDI-SWAT: Edina police Special Weapons and Tactics channel. Used primarily for training.
- EDI-COM: Edina police common channel. This is a citywide talk group shared with Edina Police, Edina Fire and Edina Public Works.
- H-TAC3: Hennepin County tactical channel primarily used for multi-agency police incidents.
- ME TAC1: Metro region tactical channel used for multi-agency police, fire or EMS response.

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ED-FR: Edina Fire/Rescue primary dispatch channel

EDIC-PD1: Edina Fire/Rescue primary dispatch channel.

ED-PD1: Edina Police primary dispatch channel. This is a shared radio channel with other dispatched agencies.

**Subd. 3** Remaining zones in the 800 MHZ radios contain other Edina (ED) channels, but also offer numerous other channels that may be monitored or transmitted on. Refer to the current Edina Police Department Radio Template for a complete description of the specific zone and channel capabilities.

## **475.02 COMMUNICATIONS EQUIPMENT**

Communications equipment should be handled in a reasonable manner and operated to prevent misuse and abuse. It is the responsibility of the user to report damaged, missing, or malfunctioning radio equipment to a supervisor.

## **475.03 CALL SIGNS AND IDENTIFICATION**

**Subd. 1** All radio transmissions made over Edina channels should be preceded by the entire radio call sign. (e.g. "137")

**Subd. 2** All transmissions made over county, regional or statewide radio channels should include the name of the agency, plus the entire three-digit call sign. (e.g. Edina "137").

## **475.04 RADIO PROTOCOL**

### **Subd. 1 Courtesy**

a) Radio users should use good judgment, common sense, and courtesy when transmitting. Users should not use the radio to insult, denigrate, or ridicule community members or other department members.

b) Radio transmissions should be made in a brief and concise manner.

c) Radio equipment should not be used in a manner that would reflect unfavorably on the Edina Police Department.

### **Subd. 2 Non-Emergency Radio Traffic**

When an officer is going to make a routine radio transmission, the officer should begin the transmission by calling out their call sign. After the 911 Police/Fire acknowledges the unit calling, the officer may proceed with the radio

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transmission. Upon completion of the officer's transmission, the 911 Police/Fire Dispatcher should acknowledge.

### **Subd. 3 Emergency Radio Traffic**

When an officer needs to make an emergency radio transmission, the officer should begin by calling out their call sign and then continue into the transmission. Upon completion of the transmission, the 911 Police/Fire Dispatcher should acknowledge.

### **Subd. 4 Sensitive Information**

Department members should be aware that radio transmissions may be monitored by various segments of the population, including the media, criminal elements, and interested citizens. Alternative methods of communication should be considered when it is necessary to communicate sensitive messages.

## **475.05 RADIO PROCEDURE INVOLVING POTENTIALLY HAZARDOUS SITUATIONS**

### **Subd. 1 Traffic stops**

Whenever practical, radio contact with the 911 Police/Fire Dispatcher should be made prior to stopping a vehicle. The information should include location, license number, and any other pertinent information.

### **Subd. 2 Other Hazardous Situations**

Whenever practical, radio contact should be made when leaving the squad car to investigate suspicious or criminal activities. Information should include location and circumstances.

## **475.06 PHONETIC ALPHABET**

When broadcasting names that have an unusual spelling, or the letters of a license plate or serial number, phonetic spelling should be used to avoid confusion. The phonetic alphabet in use by Edina Police Department is listed below.

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

**Subject:****COMMUNICATIONS PROCEDURE  
RADIO, MOBILE DATA COMPUTER, AND CELLULAR TELEPHONE****Page 4 of 4****475.07      MOBILE COMMUNICATIONS TERMINAL (MCT)****Subd. 1** An MCT should be used in the following situations:

- a) To receive information electronically sent by central communications.
- b) Vehicle registrations and clear checks.
- c) Driver license queries.
- d) MINCIS and NCIC checks
- e) Mobile Field Reporting (MFR).
- f) To communicate job related information between terminals.

**Subd. 2** An MCT should not be used to conduct personal business or conversations of a frivolous nature. All usage of the MCT system should be business related and worded in a professional manner.**Subd. 3** All MCT messages are considered public information and upon request messages may be released.**475.08      DEPARTMENT CELLULAR TELEPHONES**

Department owned cellular telephones that are assigned to each squad should only be used for work related communications.