



TOWN POLICY

ADMINISTRATION POLICY: CME Communications Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-174

EFFECTIVE DATE: January 24, 2024

SUPERSEDES: New

UP FOR REVIEW: January 24, 2029

Policy Statement:

Community Peace Officers are mandated to wear and use portable radio equipment on a daily basis. Radio communication increases officer safety and is used as a tool that improves officer logistics. Peace Officers use multiple radio systems and they communicate with multiple agencies.

The purpose of this policy is to:

The purpose of this policy is to ensure that Cardston Municipal Enforcement (CME) Community Peace Officers use radios at the proper times and in the proper ways. It also outlines how officer call signs are to be used.

ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)

- 1) The Town of Cardston Municipal Enforcement works on the Alberta First Responder Radio Communications System (AFRRCS). Municipal Enforcement will follow any and all Policies and Procedures associated with the use of this service.

TWO-WAY RADIO AND COMMUNICATIONS WITH PROVINCIAL RADIO CONTROL CENTRE (PRCC)

- 2) The Town of Cardston Municipal Enforcement is connected through the Provincial Radio Control Centre (PRCC) for welfare monitoring and radio communications.
- 3) Mobile Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be equipped in all Municipal Enforcement patrol vehicles.
- 4) Portable Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be provided to every Community Peace Officer employed by the Town of Cardston.





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SAFETYLINK

- 5) The Town of Cardston Municipal Enforcement is connected to the Provincial Radio Control Centre through a smart phone application known as SafetyLink.
- 6) SafetyLink shall be downloaded and available on any Community Peace Officer's cellular smart phone.

KNOWN-RISK PROTOCOL

- 7) All Members shall use Known-Risk Protocol (Refer to Known Risk Policy) when attending calls for service, or while approaching all incidents.

PROCEDURES

8) Administration

- (a) This department has employed the use of Personal Protective Equipment (PPE), Two-Way Communications, and other safety tools to accomplish the objective of officer safety.

9) Two-Way Radios and Communications with ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)

- (a) It is designated mandatory that all Community Peace Officers will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- (b) It is designated mandatory that all Community Peace Officers will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should a Member find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- (c) Members shall use professional and courteous language when transmitting through the Two-Way radio communications.
- (d) Members shall follow the responsibilities and restrictions outlined in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form.
- (e) Members shall use their assigned Call-Sign when transmitting on the Two-Way radios. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
 - i. "Control from your Call-Sign (ex 5Charlie2)"
 - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- (f) Members shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.





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- (g) Members shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- (h) It is Member discretion if he/she would like to wear an ear piece approved by the department.

10) Two-Way Radios and Communications with Provincial Radio Control Centre (PRCC)

- (a) It is designated mandatory that all Community Peace Officers will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- (b) It is designated mandatory that all Community Peace Officers will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should a Member find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- (c) Members shall use professional and courteous language when transmitting through the Two-Way radio communications.
- (d) Members shall use their assigned Call-Sign when transmitting on the Two-Way radios. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
 - i. "Control from your Call-Sign (ex 5Charlie2)"
 - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- (e) Members shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.
- (f) Members will radio to PRCC at the beginning of their shift and go "10-36" and Members will radio to PRCC at the end of their shift and go "10-35".
- (g) Members will radio through to PRCC any time they are conducting a traffic stop (10-11), and officers will provide PRCC with the following;
 - i. location of the traffic stop,
 - ii. make, model, and colour of the vehicle they have stopped, and
 - iii. the licence plate number and province of issue displayed on the vehicle.
- (h) Members shall radio through to PRCC any time they are attending a residence alone and provide PRCC with the location of the residence and the reason for the attendance.
- (i) Members shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- (j) It is Member discretion if he/she would like to wear an ear piece approved by the department.





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11) SafetyLink

- (a) It is the responsibility of each Member employed by the Town of Cardston that he/she is using SafetyLink throughout any regular scheduled shift. This includes ensuring that they sign on and off at the beginning and ending of each shift, along with the use of the officer welfare checks conducted approximately once an hour throughout the shift.
- (b) Members shall ensure SafetyLink is working properly throughout every shift, and any defects will be immediately reported to a supervisor.

12) Supervisory Responsibilities

- (a) Supervisory personnel shall ensure that Members utilize PPE in accordance with policy and procedures defined herein.
- (b) Supervisors shall be responsible for ensuring PPE is free of any defects or malfunctions, to ensure that PPE is working correctly and in accordance with policy.
- (c) Supervisors shall be responsible for ensuring Members correctly input "Cautions" in Report Exec, and shall also be responsible for the removal of any "Cautions" should the need arise.

13) Authorized Employer

- (a) Will ensure that all Policy and Code of Conduct requirements referenced in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form are maintained.
- (b) Will ensure that radios and all information obtained through the use of the radios is properly handled and secured.
- (c) Will ensure that any breach of the conditions agreed to in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form is immediately reported to the Peace Officer Program (PS3535 Incident Form).
- (d) Will address any breach of the conditions agreed to in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form through the requirements under the Peace Officer Act, regulations and policy.





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REVISION HISTORY

Date	Description
January 24, 2024	New Policy

APPROVAL: **DATE:**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*





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Appendix "A"

10-Codes

- 10-1 Signal Weak
- 10-2 Signal Good
- 10-3 Stop Transmitting
- 10-4 Affirmative (Ok)
- 10-5 Relay
- 10-6 Busy
- 10-7 Temporarily Out of Service
- 10-8 Back In Service
- 10-9 Say Again
- 10-10 Negative
- 10-11 Traffic Stop
- 10-12 Stand By
- 10-13 Existing Conditions
- 10-14 Message/Information
- 10-15 Message Delivered
- 10-17 Enroute
- 10-18 Urgent
- 10-19 (In) Contact
- 10-20 Location
- 10-21 Call by Phone
- 10-22 Disregard
- 10-23 At Scene
- 10-24 Assignment Completed
- 10-25 Report to (meet)
- 10-26 ETA
- 10-27 License (Check)
- 10-28 Ownership (Check)
- 10-29 Records (Check)
- 10-30 Danger/Caution:
 - V Violence
 - E Escapee
 - M Mental
 - S Suicidal
 - F Firearms
- 10-33 Help Me Quickly
- 10-34 Time
- 10-35 Off Duty
- 10-36 On Duty
- 10-40 Possible (Warrant) Hit
- 10-41 Hit Confirmed
- 10-44 In Charged Category
- 10-46 In Prohibited Category:
 - F Firearms
 - L Liquor
 - D Driving
- 10-62 Unauthorized Listeners
- 10-63 Tow Truck
- 10-64 Ambulance
- 10-65 Escort (prisoner/mental)
- 10-68 Intoxication
- 10-70 Are you OK?
- 10-71 Complaint (call for service)
- 10-75 Meal Break
- 10-76 On Portable
- 10-85 Auto Theft
- 10-86 Theft
- 10-87 Drugs





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Appendix "B"

Phonetic Alphabet

A – Alpha

B – Bravo

C – Charlie

D – Delta

E – Echo

F – Foxtrot

G – Golf

H – Hotel

I – India

K – Kilo

L – Lima

M – Mike

N – November

O – Oscar

P – Papa

Q – Quebec

R – Romeo

S – Sierra

T – Tango

U – Uniform

W – Whiskey

X – Xray

Y – Yankee

Z – Zulu



