

		Policy & Procedures				No. 1.32	
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CALEA STANDARDS

41.3.7 81.2.2 81.2.4

81.1.2 81.2.3 81.2.10

1. Maintaining Communications

Members on duty, or officially on call, shall be available to be contacted by radio communication, telephone (department issued or personally owned), mobile data terminal (MDT), or shall keep the dispatcher/communications center or their supervisor informed of the means by which they may be reached. **81.2.10**

Police personnel sent on a call shall, immediately upon arrival, notify dispatch. Upon completion of the call or assignment, police personnel shall notify the dispatch center that they are clear for reassignment and the final disposition code for the call that they were sent to. **81.2.3 K,L**

While on a motor vehicle stop, officers shall notify the dispatch center of: **81.2.4 A**

- Location of the stop,
- Vehicle registration number, state of origin, and description, and
- Any requests needed,
- The final disposition of the stop.

2. Improper Radio and/or Other Communications

Members shall refrain from unnecessary conversation and/or the transmission of improper messages via radio communications, either voice, digital, electronic or wireless (MDT). **41.3.7 (3C)**

All rules and regulations of the Federal Communications Commission (FCC) shall pertain to all Canton Police Department radio communications. (e.g. the use of obscene words or language, or the willful or malicious interference with any communications).

81.1.2

All transmissions should pertain to police functions. Any improper use of the communications system may result in disciplinary action.

All members are further advised that the Canton Police Department, in order to manage its communications systems, may at any time, with or without warning, monitor communications on any of its systems, to include radio, computer, voice mail, telephone, MDT, etc.

3. Radio Communications in Field Operations

It is the policy of the Canton Police Department to provide twenty-four (24) hour, two-way communications capabilities to ensure that police personnel in field assignments have continuous communications with dispatching officers, supervisors, patrol officers and other police personnel. **81.2.2**

All units in the field, excluding undercover operations, shall utilize at a minimum, a portable radio. Police personnel assigned to covert operations shall be equipped as necessary for their safety and security.

Marked patrol units and motorcycles shall be equipped with vehicle radios and may be equipped with a mobile data terminal (MDT).

4. Alternate means of Communication 81.2.10

Radios are considered the primary method of communication. This allows all person on shift to be kept aware of what is happening. Everyone who needs to know the information must be able to have communication through a radio, telephone, MDT unit or a face-to-face meeting.

Officers are allowed to use phones or MDT units when there is a need to share sensitive information that should not be overheard by the public. The shift sergeant must be kept apprised of important matters.

Cell phones, either personal or department issued, are not to be used as a means of dispatch. Silent dispatch option is to be used instead if the information is sensitive and not to be overheard by the public.

Cell phone use on a detail or other department related assignment is discouraged. If an employee is out in public and needs to utilize his/her phone, it is recommended that it is done so out of sight of the public's view. It is permissible to use one's personal or department issued cell phone while in a police vehicle only in an emergency situation.

5. Telephone Availability at Place of Residence

Department members shall ensure that a telephone (home phone or cell phone) is available at their place of residence for purposes of emergency mobilization and notification of available overtime opportunities.

Those employees who are on-call should keep with them an operational cell phone so they can be reached during the duration they are on-call.

A current list of all department employee's contact numbers will be maintained and made available at each dispatch center. Members shall report any changes in telephone numbers to the Office of the Chief of Police within forty-eight (48) hours of such change.

6. Home Address

Members shall provide the Department with the street address at which they reside. Members shall report any changes in their address to the Office of the Chief of Police within twenty-four (24) hours of such changes.

7. Release of Telephone Number and Address Information

Members shall not release the telephone number and/or address of other Department members to the general public or other persons.

8. Department Letterhead

Members shall not use Department letterhead for private correspondence. Department letterhead may be used for official correspondence outside of the Department with authorization by a Lieutenant or the Deputy Chief.

9. Mailing Address

Members shall not use the Department as a mailing address for private purposes without the permission of the Chief of Police.