

COMMON ABBREVIATIONS

180	CHP Standard Vehicle Form (1-80)
AKA	Also Known As
AMC	Arcata Municipal Code
APB	All Points Bulletin
ASAP	As Soon As Possible
ATL	Attempt to Locate
BA	Blood Alcohol
B & P	Business and Professions
BOL	Be on the Lookout
CDL/27	California Drivers License
CII	Criminal Identification and Information (Rap Sheet)
CLETS	California Law Enforcement Telecommunications System
CHP	California Highway Patrol
CVC/VC	California Vehicle Code
DA	District Attorney
DOJ	Department of Justice

DUI/Deuce	Driving Under the Influence
EAgent	Local County Warrant System
ETA	Estimated Time of Arrival
FTA	Failure to Appear
FI	Field Interview
FTO	Field Training Officer
FST	Field Sobriety Test
GOA	Gone on Arrival
H & S	Health and Safety
IFO	In Front Of
NCIC	National Crime Information Center
NFD	No Further Description
NFI	No Further Information
OD	Off Duty
OR	Own Recognizance
PC	Penal Code
PL	Parking Lot
RP	Reporting Party
RO	Registered Owner
QOA	Quiet on Arrival
QOD	Quiet on Departure
TC	Traffic Collision

UTL	Unable to Locate
VC	Vehicle Code
VIN	Vehicle Identification Number
W & I	Welfare and Institutions

OTHER ABBREVIATIONS AND ACRONYMS

There are several other abbreviations and acronyms that you may hear, see and use. These can be especially helpful when creating calls in CAD because using abbreviations is less time consuming.

ABC	Alcohol Beverage Control (State Agency)
ADD	Address
ALI	Automatic location indicator (911 system)
ANI	Automatic name indicator (911 system)
APT	Apartment
ATF	Alcohol, Tobacco, Firearms (Federal Agency)
AWOL	Away Without Leave
BB Cap	Baseball Cap
BLDG	Building
BOLO	Be On the Look Out
CAD	Computer Aided Dispatch
CCW	Carrying a Concealed Weapon
CYA	California Youth Authority
DA	District Attorney
DEA	Drug Enforcement Agency (Federal)
DESC	Description or described
DEUCE	Drunk driver
DL	Driver's license
DMV	Department of Motor Vehicles
DOB	Date of Birth
DOJ	Department of Justice
DRK	Dark (color)
DROS	Dealer Record of Sale
EMP	Employee
ENRT	Enroute
EOC	Emergency Operating Center
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation

FCC	Federal Communications Commission
F&G	Fish and Game Code
HBD	Has been drinking
HWY	Highway
IA	Internal Affairs
IC	In Custody
III	Interstate Identification Index
INFO	Information
INS	Immigration & Naturalization Service (Federal)
J/O	Just Occurred
JUV	Juvenile
LIC	License
LOC	Location
LSH	Last Seen Headed
LSW	Last Seen Wearing
LT	Light (color)
M/C	Motorcycle
MED	Medium
MISD	Misdemeanor
MGR	Manager
MO	Method of Operation
MP	Missing Person
MUNI	Municipal
NMN	No Middle Name
OCC	Occurred
OLN	Operator's License Number
ORI	Originating Agency Identifier
OT	Overtime
PASS	Passenger
PDR	Physician's Desk Reference
POSS	Possible or Possibly
P/U	Pickup
REPO	Repossession (of a vehicle)
RES	Residence or Resident
RESP	Responsible
RPT	Report
SER	Serial Number
SGT	Sergeant
SUSP	Suspect
SVS	Stolen Vehicle System
S/W	Station Wagon
SWAT	Special Weapons and Tactics Team
T/C	Traffic Collision
UNK	Unknown

VEH	Vehicle
VICT	Victim
VS	Versus
W/	With
W/C	Watch Commander
W/O	Without
WPS	Wanted Persons System
YR	Year

COLOR CODES

For reading CLETs Hits and some CLETs entries.

Beige	BGE
Blue	BLU
Dark Blue	DBL
	Drk Blu (Not in SVS, but common)
Light Blue	LBL
	Lt Blu (not in SVS, but common)
Black	BLK
Bronze	BRZ
Brown	BRO
	BRN (not in SVS, but common)
Cream	CRM
Gold	GLD
Green	GRN
Dark Green	DGR
	Drk Grn (not in SVS, but common)
Light Green	LGR
	Lt Grn (not in SVS, but common)
Gray	GRY
Maroon	MAR
Multi-colored	MUL/COL
Orange	ONG
Pink	PNK
Purple	PLE
	PUR (not in SVS, but common)
Red	RED
Silver	SIL
Tan	TAN
Turquoise	TRQ
White	WHI
Yellow	YEL
2-tone	TOP/BTM (ie: "blk/whi" Used for 2 color vehicles, convertibles, etc.

STATES/DIRECTIONS

STATE CODES

AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

DIRECTIONS

WB or W/B Westbound
EB or E/B Eastbound
SB or S/B Southbound
NB or N/B Northbound

CANADIAN PROVINCES:

ALBERTA	AB
BRITISH COLUMBIA	BC
MANITOBA	MB
NEW BRUNSWICK	NK
NEW FOUNDLAND	NF
NW TERRITORIES	NT
NOVA SCOTIA	NS
ONTARIO	ON
PRINCE EDWARD ISL	PE
QUEBEC	PQ
SASKATCHEWAN	SN
YUKON TERRITORIES	YT

TERRITORIAL POSSESSIONS:

AMERICAN SAMOA	AM
CANAL ZONE	CA
CAROLINE ISLANDS	CG
GUAM	GM
MARIANA ISLANDS	MK
MARSHALL ISLANDS	MH
MIDWAY ISLANDS	MW
PUERTO RICO	PR
U.S. VIRGIN ISLANDS	VI
WAKE ISLANDS	WK

BASIC RADIO

The radio policy of the Arcata Police is to use "Clear Text" based on concise, accurate radio use. Clear Text combines the use of criminal law codes such as the Penal Code and Vehicle Code with clear speech (words you would use in English language) and a few very basic "Codes" that define response priority, unit status and wanted information. This policy allows for everyone in the Public Safety community to know immediately what the message is and not have to decipher a ten or eleven code that may have a different meaning from one jurisdiction to another.

The communications system is strictly for official radio communications. Messages shall be impersonal. Use of first names and personal messages are prohibited. Radio message shall be brief and to the point. The radio is not to be used as a replacement to the telephone system. Confidential, lengthy or complicated messages should be transmitted by telephone.

Emergency transmissions from field units shall supersede all other traffic including the telephone. If radio can not be immediately answered due to 9-1-1 calls or other in-progress type of calls, acknowledge the officer over the radio and give a quick explanation as to why there is a delay. For example, "225 standby, 9-1-1" or "225 standby, numerous calls of in-progress detail."

Every hour the dispatcher should broadcast a station identification giving the frequency call number, and the time. Example: "KMA 433 clear 0900 hours".

All radio transmission on the main frequencies shall be directed through the dispatcher. Unit to unit transmission are not authorized except in urgent situations such as fire responses. Units that transmit unit to unit on the main police frequency should be directed to take unit to unit transmissions to Tac 3.

Generally, dispatchers repeat all transmissions as acknowledgment of that transmission. Some lengthy, non-critical transmissions can be acknowledged with "Copy". **Transmissions that must be repeated verbatim are any location, any license number, name, date of**

birth, or serial number given in a request for a computer system inquiry, any critical transmission such as a request for back up or a report of "Code 4", brief dispositions.

When a unit transmits that they are out at a location the dispatcher shall repeat the location that the unit is out at. Example: "212 Out" dispatcher broadcasts "212 out 230 Union, Apartment 10". When dispatching a unit to a call for service both the name of the business and physical address shall be provided to the responding unit. This is to reduce confusion for the responding officer(s) and make it clear to back-up units where the call for service is located. Example: "212 with 2X7 to back, uncooperative shoplifter at the Co-op, 811 I-Ida St, eight one one, I-Ida St."

The radios use a repeater system. Remember to key the mic, wait a moment and then speak. Otherwise the first part of your transmission will be cut off.

Some field units will cut the first part of their transmissions for this reason. It is appropriate to remind units that they are cutting off their transmissions.

Field units that are unreadable or not clear should be clarified or asked to repeat until you are able to understand the message. Never guess at what a field unit is broadcasting. If you are unsure of the message have it repeated.

POLICE RADIO

RADIO CALL SIGNS

The Police Department uses radio numbers to identify officers and other staff that use may use the radio. A "2" will begin every radio identifier number. The "2" is the number that is assigned to Arcata Police Department to identify it from other agencies in the county. An updated list of unit identifiers for every member of the department will be provided to you. The listing below is the general rules that apply to the unit numbers.

ADMINISTRATION

Chief of Police	2A1
Operations Lieutenant	2A2
Support Services Lieutenant	2A3
Police Business Manager	2S1

CRIMINAL INVESTIGATIONS

Detective Sergeant	2X13
Task Force Agents	N82

FIELD OPERATIONS

Sergeants	2X and number, 2X7
Patrol Officers/Park Rangers	2 and number, 202
Police Services Officers	2P and number, 2P1
Communications Dispatcher	2D and number, 2D4
Parking Enforcement	2C and number, 2C5
Volunteer Patrol	2V and number, 2V4

CODES

In order to communicate the greatest amount of information in the least amount of radio time, law enforcement has developed codes. We have codes for the alphabet, codes for crimes and police activities, codes to get information into CAD, and a myriad of abbreviations and acronyms that all must be learned to make sense of our day to day operations. You are truly learning another language and do not be discouraged at the amount you have to learn. Some must be memorized, but much will be picked up just by sitting and listening.

RADIO CODES

Code One - At your convenience. No urgency.

Code Two - Urgent. The "Code 2" response shall be immediate and in a manner which will enable the unit to arrive at the scene as quickly as possible, with safety, by observing all traffic laws and without the use of red lights and siren. A unit may use its flashing amber lights to indicate to other motorists that the unit is on an urgent assignment.

Code Three - Emergency. The "Code 3" response shall be immediate and in a manner to enable the unit to arrive at the scene as quickly as possible with safety, using red lights and siren to obtain the right away. The authority to assign a "Code 3" priority to a unit ordinarily rests with the dispatcher. Code 3 responses may be justified for a serious public hazard, preservation of life, a crime of violence in progress, an immediate pursuit, a unit requesting "Code 3" back up. Any field unit that is responding "Code 3" when not on an assignment from dispatch shall advise communications of his purpose and destination.

Code Four - No further assistance needed. This code is broadcast when units at the scene of a call have the situation under control. When other units on the way to the call hear the "Code 4" and no additional information is given, the additional responding units may cancel their response.

Code Five - Stake out. This code will refer to a unit or units involved in a stake out or a hidden observation unit. Units not involved in a stake out should remain away from the area.

Code Six – I-Ida - Infraction warrant. This code is used to advise the field unit of an infraction warrant.

Code Six – M-Mary - Misdemeanor warrant. This code should not be used in conjunction with the words "warrant" or "want". The dispatcher will use this code to advise the field unit that a subject has a misdemeanor warrant. When the unit is in position to receive the information he will advise for the dispatcher to broadcast it.

Example: dispatcher "212 Code 6 Mary". Unit "212 go ahead" or dispatcher "212 Code 6 Mary". Unit "212 Standby".

When the unit advises to broadcast the information the dispatcher will broadcast the subjects name and date of birth, the offense, bail and appearance information.

Code Six – F-Frank - Felony warrant. The unit should be advised of a "Code 6 F-Frank" as quickly as possible. A back up unit may need to be sent if the unit with the felony suspect is solo. Do not broadcast any warrant information until the unit advises to. Then follow the same type of broadcast as listed for "Code 6 Mary" above. Include officer safety information if applicable.

Code Seven - Meal break. Units select a "Code 7" time at the beginning of the watch. Dispatchers will make every effort to have units take their meal break on time, however urgent calls take priority over "Code 7". When units take their meal break they will use this code and provide the dispatcher with a location or phone number where they can be reached. Units must request clearance for Code 7. The dispatcher will determine if sufficient personnel are left to cover the City and advise the unit "Okay Code 7" or if not enough units are available to cover, "continue patrol". Only one patrol unit at a time may be granted Code 7 unless authorized by the Watch Commander.

Code Ten - Bomb Threat. Dispatchers should be aware that units on the scene of a "Code 10" will not use their radios as a precautionary measure.

Code 33 - Emergency radio traffic only. A "Code 33" can be initiated by a field unit or dispatcher. When a "Code 33" is in effect the dispatcher will advise "All Units Code 33" and initiate the channel marker the "Code 33" is cancelled.

"28" Registration check on a vehicle

<u>"29"</u>	Want or warrant check on vehicle, person, or property
<u>CDL or "27"</u>	California Driver's license check
<u>LOCAL</u>	Check person for county warrants
<u>NCIC</u>	Check person for California and National warrants, also includes restraining orders and supervised release file.

COMMONLY USED TERMINOLOGY

<u>"COPY" or "ROGER"</u>	-Used by radio units to acknowledge a call or transmission. It means the unit has received the message and understands it.
<u>"OUT"</u> -	Indicates the unit has arrived at the dispatched location.
<u>"CLEAR"</u>	-Used by field units to notify communications that they are in service and available
<u>"ON PORTABLE"</u> -	Indicates the unit is out at a location but available by portable radio.
<u>"STATUS CHECK"</u> -	Used by the dispatcher to check the status of a unit. If the unit is not "Code 4" or does not answer the status check, a back up unit must be sent to check on the unit. In the event of a unit not answering the radio, the dispatcher shall continue to call for the unit on the radio while the back up unit(s) is enroute.
<u>"OD"</u>	-Off duty. Used by the field units when they complete their watch.
<u>"STANDBY"</u>	-Stop broadcasting and wait for further information.

- "DISREGARD"** Ignore call, message or transmission.
- "ENROUTE"** The unit is enroute to a detail or location.
- "REPEAT"** Repeat transmission.
- "PHONE"** or **"21"** To phone the specified location or person
- "ETA"** - Estimated time of arrival.
- "GOA"** - Gone on arrival.
- "ONE IN CUSTODY"** -The field unit is notifying that he has made an arrest. The time of the broadcast shall be documented in CAD.
- "ENROUTE WITH ONE"** - The field unit has a prisoner in custody and is enroute to jail or a specified location. For opposite sex prisoners the officer shall report mileage and the dispatcher shall acknowledge the transmission by repeating it and advising the time.
- "RETURN TO STATION"** - Used to request a unit to return to headquarters. Example: "212 return to station for 2A3"
- "ROLL BY"** -Used by field units to request another unit respond. This is used when the situation is stable at this time but an officer may need another unit to complete a search, tow a vehicle, or make an arrest, etc.
- "REQUEST BACK-UP"** or **"REQUEST ADDITIONAL UNIT"** - Used by field units when the situation is not stable and additional assistance is needed immediately.
- "CODE 3 BACK"** or **"UNITS EXPEDITE"** -This term will be used only if an officer has been injured or is likely to be injured. This call will be answered by ALL available units Code 3.

"CODE 30" –Only used by officers in the field in the most dire/life threatening situations, such as a shots fired/active shooter/officer down. An officer calling out "Code 30" means the dispatcher is calling every agency in the county for every available unit to respond code 3 to assist. Used only on very rare occasions.

"NEGATIVE" - Used to answer no to a question.

"AFFIRMATIVE" - Used to answer yes to a question.

"UTL" - Unable to locate.

"QOA" - Quiet on arrival.

"QOD" - Quiet on departure.

"A" - Used as a location code for a unit's residence.

"X" or "X-RAY" Female

PREFERRED TERMINOLOGY

The choice of words used in transmitting a message determines to a large extent whether listening units will copy it correctly the first time or find it necessary to ask for confirmation. The following are examples of poorly understood words and phases and the preferred terminology.

POORLY UNDERSTOOD

Can't

Get

Send

Say Again

Spell the name

Would you go to...

One man unit

PREFERRED TERMINOLOGY

Unable

Obtain

Forward

Repeat

Repeat Phonetically

Respond to...

Solo Unit

Where are you now?	Advise location
Contact the complainant	Contact the RP, Victim
Traffic Accident	Traffic Collision
Wait For	Stand by
Car	Vehicle
Foot Bail	Foot Pursuit
0 (pronounced oh)	Zero

POLICE ALERT TONE ACTIVATIONS

The Alert Tone is used to gain the attention of the officers when dispatching critical incidents. The tone alerts all available units to listen and respond to the event, due to the nature of the call. The Alert Tone will be depressed for a short, few second, introduction to the critical incident. The call will then be dispatched in the usual manner.

The following calls will receive an Alert Tone activation prior to dispatch. These calls have been determined to be of a critical nature and are often an officer or citizen safety issue. These types of calls tend to involve weapons or situations that are/can be life threatening. They require a fast response on the part of the officers. As much information as possible must be obtained and provided to the responding personnel. The officers will also be responding code 3 to these calls.

211 Silent Alarms
Panic Alarms
245 In Progress
273D (in progress or just occurred)
288 (in progress or just occurred)
415 Weapons
187
Hostage Situations
207 (in progress or just occurred)
261 (in progress or just occurred)