

211 (in progress or just occurred)
Shots Fired
Suicide or Suicidal Subjects (with weapons)
246 (in progress or just occurred)
459 (in progress or just occurred) (to business or residence)
Plane Crash

COMMON LANDMARKS

HOSPITALS/MEDICAL FACILITIES

Mad River Community Hospital	3800 Janes Rd
Arcata Open Door Clinic	770 10 th St
North Country Clinic	785 18 th St
United Indian Health Services/Potowat	1600 Weeot Wy

CITY BUILDINGS

Arcata Police Department/City Hall	736 F Street
Corp Yard	600 South G St.
Marsh Interpretive Center	569 South G St.
Intermodal Transit Authority(ITF)	925 E Street
Arcata Community Center	321 MLK Parkway
D St Neighborhood Center	1301 D Street

FIRE/AMBULANCE STATIONS

Downtown Station(Main Station)	631 9 th St
Mad River Fire Station	3295 Janes Rd
Arcata Ambulance Station	220 F Street

SCHOOLS

Arcata High School	1720 M St
Sunny Brae Middle School	1430 Buttermilk Ln
Coastal Grove Charter School	1897 S St
Jacoby Creek Elementary	1617 Old Arcata Rd
Arcata Elementary	2400 Baldwin St
Pacific Union Elementary	3001 Janes Rd
St. Mary's Catholic School	1730 Janes Rd
Pacific Coast High School	1720 M Street
Northern Humboldt Community	5610 West End Rd

Humboldt State University
Stewart School

1 Harpst
1125 16th St

COMMON PUBLIC FACILITIES

Humboldt County Library	500 7 th St
Humboldt State University PD	1 Harpst St
Arcata CHP Station	255 East Samoa Blvd
Arcata Post Office	799 H St
Bayside Post Office	1836 Old Arcata Rd

SHOPPING AREAS

Union Town Shopping Center	600 F St
Westwood Shopping Center	100 Westwood Center
Sunny Brae Shopping Center	700 blk Bayside Rd
Valley West Shopping Center	5000 Valley West Blvd
Arcata Plaza	8 th -9 th St &G-H St
North Town	1500-1800 blk G St

MOTELS/HOTELS

Red Roof Inn	4975 Valley West Blvd
Howard Johnson Express Inn	4700 Valley West Blvd
Hampton Inn	4750 Valley West Blvd
Day's Inn	4701 Valley West Blvd
Fairwinds Motel	1674 G Street
Hotel Arcata	708 9 th Street
Best Western Inn	4827 Valley West Blvd
Quality Inn	3535 Janes Rd
Super Eight Motel	4887 Valley West Blvd
Motel 6	4755 Valley West Blvd

BANKS

Tri Counties Bank	697 8 th St
Wells Fargo Bank	1103 G St
Umpqua Bank	1063 G St
Chase	780 7 th St
US Bank	953 G St

Northern Redwood Federal Credit Union	1270 Giuntoli Ln
Coast Central Credit Union	1551 Giuntoli Ln
Coast Central Credit Union	686 F Street
Redwood Capital Bank	1315 G Street

FREEWAYS

Hwy 101
Hwy 255/Samoa Blvd
Hwy 299

TRAILER PARKS

Town and Country	4855 Boyd Rd
Lazy J Trailer Park	3385 Janes Rd
Arcata Mobile Home Park	1362 McCallum Cir
Valley West Mobile Estates	1303 Poplar
Sand Piper Trailer Park	115 G St
Mad River Rapids RV Park	3501 Janes Rd
Arcata Trailer Court	1000 7 th St

COMMON PARKS

Alder Grove Marsh	Alder Grove @ Ericson Wy
Arcata Community Forest	Adjacent to Redwood Park
Arcata Ballpark	888 F St
Arcata Marsh and Wildlife Sanctuary	569 South G St
Bloomfield Park	1800 blk Zehndner Ave
Cahill Park	1300 blk Stromberg Rd
Chevret-Vaissade Park	1760 Felix Ave
Henry F. Brizard Memorial Park	Next to CHP station
Larson Park	901 Grant Ave
Redwood Park	Bwt 11 th &14 th @ Union St
Rotary Park	101 F St
Shay Park	1385 Foster Ave
Skate Park	900 Sunset Ave
Sports Complex Park	321 Community Parkway
Stewart Park	1090 15 th St
Vinum Park	1450 F St

COMMON APARTMENTS

Woodbridge Apt	1935 H St
Humboldt Plaza Apt	2575 Alliance Rd

Westwood Garden Apt	2351 Westwood Ct
Meadow Brook/Brookside Apt	115 Samoa Blvd
Tea Garden Apt	1120 F St
Campus Apt	335 Laurel Dr
Tivoli Apt	1016 F St
Cricklewood Apt	4518 Valley West Blvd
Pickwick Apt	841 Bayside Rd
Village Apt	300 Union St
Colony Inn Apt	455 Union St
Courtyard Circle Apt	900-980 Courtyard Circle
Villa De Valle Townhomes	4500 blk Valley West Blvd

SAMPLE MESSAGE CONSTRUCTION

All calls are dispatched using the same basic format:

1. Officer Number/Call sign
2. Type of Call
3. Location
4. Details (if necessary)

****Refer to the Radio Protocol Memo for further information****

Quite often, a dispatcher will describe an assignment to a field unit, giving the entire case in detail. So frequently does this occur that for the most part, the officers have come to expect it. Not only is this additional information undesirable but it is prohibited by FCC rules and regulations pertaining to superfluous radio communications. Generally, report type calls can be dispatched with the type of call, who to see, (see the man, woman etc.) and the location. An officer will need to obtain all the specific details from the reporting party to complete his report and does not need the specifics broadcast. Other types of calls will need specific details broadcast, make sure to be concise and to the point. Many times, the CAD narrative of the call will contain information that is needed for documentation but may not need to be broadcast to the unit.

Any information that may affect the officer's safety MUST be broadcast.

Urgent or emergency calls requiring two or more units to assist the assigned Officer will be preceded by "212 and All Arcata Units." Example : "212 and All Arcata Units to back..."

There is an alert tone that can be used for broadcasts. The "Alert Tone" is used for in progress felony or high risk calls or high importance information.

Calls requiring an assigned unit and a back up unit would be broadcast "212 with 2X7 to back..."

In progress/just occurred calls are updated as information is obtained from the reporting party. You may broadcast the basic information and advise units to "Stand by for additional." Then, when more information is available the additional information is broadcast to the responding units.

The following are types of calls that you might dispatch and how the calls would be broadcast. Refer to the key questions section of your training manual for specific questions and procedures for handling the different types of calls.

NON-INJURY TRAFFIC COLLISION: "212, Non-injury Traffic Collision, 7th and F-Frank, number seven and F-Frank, involving a blue Chevy Corvette and a red Toyota Camry, vehicles are out of the roadway".

It is important to give vehicle descriptions if available and specify whether vehicles are still in the roadway. On a major 2 way street, the direction of travel can also be helpful.

INJURY TRAFFIC COLLISION: "212 with 2X7 to back, Injury Traffic Collision, Valley East Blvd at Hallen Drive, Valley East Blvd at Hallen Drive, a yellow VW Bus and a Semi Truck, Medical will be enroute".

This broadcast combines the notification to all units that Ambulance and AFD are responding and alerts to respond to assist for traffic control.

UNKNOWN INJURY TRAFFIC COLLISION: "212 with 2X7 to back, Traffic Collision, Unknown Injury, Spear Ave at Alliance Rd, Spear Ave at Alliance Rd, Large Blue Pick-up and an Orange VW Bug."

Police units respond Code 3 to unknown injury traffic collisions. Many times another reporting party will call to report the collision is injury or non-injury. When that occurs the responding unit should be updated with the information so he can reduce code.

"212, 2X7 its now reported as non-injury and the vehicles are out of the roadway" or "212, 2X7 it is now reported as injury, Ambulance and AFD are responding Code 3."

HIT AND RUN : "212 with 2X7 to back, Hit and Run just occurred 7th and B-Boy, number seven and B-Boy, suspect vehicle last seen southbound B-boy, described as a blue older Chevy pick-up partial plate 1-Adam-2-3, standby for additional."

The update broadcast may include the suspect driver and vehicle occupant's description, damage location on the vehicle and possible paint transfer information.

"212, 2X7 additional the driver is described as a White Male Adult, approximately 35 yrs, with brown hair and a beard, wearing a black stocking cap. Vehicle should have front end damage."

Usually Hit and Run calls are reported to dispatch as non-injury or unknown injury. If a Hit and Run is reported with injuries then it can be broadcast as a "Felony Hit and Run".

HIT AND RUN REPORT: "2P1, Hit and Run Report, contact the RP, Twenty three forty Spring, two three four zero Spring. Occurred 2 hours ago, Suspect vehicle is a blue older Chevy Pick Up partial plate 1-Adam-2-3."

This would be a type of report call where you would broadcast more details than the usual report type call. The suspect vehicle information is important even though the call is an hour old. The responding officer can be on the lookout for the vehicle while he is enroute for the report.

ROBBERY ALARM: "(Alert Tone) 212 and All Arcata units to back, two eleven Silent, Hutchins Market, eighteen hundred G street, one eight zero zero G-George, Hutchins Market."

This is a high priority call. The units will respond and report their location around the building when they are on scene.

Example: "212 out north side". Sometimes the alarm will be confirmed while the units are responding. This information shall be broadcast to the units immediately.

"212 and all units responding, Hutchins Market reports a confirmed two eleven. Suspect armed with a hand gun. Last seen fleeing on foot, standby for additional." As information is obtained from the caller it is then broadcast to the units. Several update broadcasts may need to be made so the units are given all the information that is available.

BURGLAR ALARM: "212 with 2X7 to back, four five nine audible, U.S. Forrest Service, thirteen thirty Heindon Rd, one three three zero Heindon Rd, covers the south yard beam" If the alarm was a silent alarm, the silent would be used in place of the word audible. If it is unknown if the alarm is silent or audible then the unit is advised "four five nine, unknown silent or audible" Two units are always sent to burglar alarms. During the daytime a unit (not dispatch) may cancel his back up unit. If that is the case, and he goes out with an open door or other suspicious circumstances then the dispatcher must re-dispatch the back up unit.

ALCOHOL VIOLATION: This type of call can encompass many different complaints from drinking in public to a minor purchasing alcohol. Usually what ever the complaint is, it is broadcast as the type of call. "212 with 2X7 to back, Alcohol Violation on the Plaza, 9th and G-George, number nine and G-George" or

"Minors Attempting to purchase alcohol, Arcata Liquors, 9th and H-Henry, Arcata Liquors, 9th and H-Henry". Descriptions of the suspects would follow each of these broadcasts.

ANNOYING PHONE CALLS REPORT: "212, six fifty three m report, contact the RP, thirty six hundred Union, three six zero zero Union". On report calls this is the only information that needs to broadcast unless officer safety information exists.

ARSON: Most Arson calls are received as report calls. Usually the Fire Department is on the scene of a suspicious fire call and requests a police unit to respond for a report. "212 Assist AFD, possible four fifty one report, eleven twenty three California, one one two three California." On the rare occasion that an arson is reported as in progress or just occurred, two units would be dispatched and complete suspect and detail information broadcast

ASSAULT AND BATTERY: Most assault and battery calls are either a cold report or just occurred. If the assault is in progress it will most likely be dispatched as a 415 Fight. A report call would be dispatched as "212, two forty two forty two report, contact the RP, fifteen fifteen R-Robert, one five one five R-Robert."

If officer safety information exists it should be broadcast. "The suspect is Smith, John who lives next door. Suspect is a white male adult, twenty five years, six foot two, last seen wearing a red hat, red jacket, and black pants. Suspect is not home at this time." It is important that the suspect information be broadcast even though the suspect is not home. The suspect could arrive home while the officer is on scene. If the suspect was at home a back up unit should be dispatched with the primary unit. A just occurred call would be dispatched with all pertinent details as soon as possible. "212 with 2X7 to back, two forty two forty two just occurred, Redwood Park, 14th and F-Frank, number fourteen and F-Frank, Redwood Park. Suspect is a white male adult, in his twenties, five foot five, slim build, long black hair and beard, wearing a black leather jacket, white t-shirt, blue jeans and black boots. Suspect last seen running east bound on 14th."

ASSAULT WITH A DEADLY WEAPON: "(Alert Tone) 212 and All Arcata Units to back two forty five knife just occurred two thirty Union apartment ten, two, three, zero Union apartment number ten. Suspect is a white female juvenile, fifteen years, brown short hair wearing a blue bandana, white shirt, and red pants. Last seen west bound Union. Suspect armed with a knife. Ambulance and AFD responding Code 3."

An assault with a deadly weapon is a high priority call. Many objects can be a deadly weapon, such as a knife, a bat, boots, a stick, a brick, a gun, a pool cue, etc. It is usually best to dispatch the weapon as part of the call type "two forty five bat just occurred". For stabbings and shootings it is also appropriate to dispatch the calls as a "Stabbing" or a "Shots Fired, man down"

For report calls, we many times receive the call when the victim goes to the hospital for treatment. "212 two forty five report, contact the RP, Mad River Hospital, twenty two hundred Janes Rd, two two zero zero Janes." Again, if officer safety information exists it must be broadcast. Also, if be on the look out information exists it should be broadcast to all patrol units. "Arcata Units, two forty five broadcast, two forty five occurred three twenty three Cooper Lane, three two

three Cooper Lane approximately fifteen thirty hours. Suspect is Smith, John, white male adult, 35 years, six foot, one hundred seventy pounds, brown hair, last seen south bound E-Edward in a Blue 90 Chevy Beretta, unknown license. 212 is enroute for a report. If located stop and hold. Frequency one clear, KMA433 1910 hours."

BOL BROADCAST: "Arcata Units clear to copy 10851 broadcast authority HCSO," break, "The HCSO holds a signed waiver for...." or "Arcata Units clear to copy 211 BOL authority EPD," break "Arcata Units 211 just occurred at the Eureka Bank of America...."

ANY URGENT OR HIGH-RISK BOL BROADCAST MUST BE READ OVER THE AIR. This is done to ensure that everyone on the shift received the information in a timely manner. Having the officers read the BOL's when they come into dispatch is not acceptable.

HUMBOLDT COUNTY AGENCY RADIO IDENTIFIERS

The following is a list of identifiers assigned to agencies within Humboldt County. These numbers will be used as the first digit of the radio call numbers assigned to that agency's mobile units.

- 1 - Humboldt County Sheriff's Office
- 2 - Arcata Police Department
- 3 - Eureka Police Department
- 4 - Ferndale Police Department
- 5 - Fortuna Police Department
- 6 - Rio Dell Police Department
- 7 - Humboldt County District Attorney
- 8 - Federal Bureau of Investigation
- 9 - Humboldt State Police Department
- 10 - Humboldt County Marshall

- 11 - Humboldt County Coroner
- 16 - California Highway Patrol
- 19 - State of California Parole Department
- 21X - Humboldt County Probation

LAW ENFORCEMENT IDENTIFIERS

The following are radio identifiers used by the Arcata Police Department.

KMA433, frequency 155.430

This call sign identifies the group license held by Arcata Police Department for its main frequency and its tactical frequencies.

The main frequency is used as the primary radio frequency for the Arcata Police Department. All communications between dispatchers and mobile units are broadcast on this channel. Other Humboldt County agencies monitor this channel. Probation, Parole, District Attorney, FBI and Coroner have the ability to broadcast on the main frequency.

Tac 3 is used for tactical purposes. Officers may communicate unit to unit or unit to dispatch on this frequency. Tactical operations such as search warrants, building searches and DUI checkpoints are types of functions that might operate on this frequency. Prolonged, pre-planned or major incidents may require a 3rd dispatcher to handle the frequency for the duration of the operation.

CLEMARS KMA711, frequency 154.920

CLEMARS is the California Law Enforcement Mutual Aid Radio System. All California agencies can monitor and broadcast on this frequency. It is used for multiple agency responses, such as roadblocks, pursuits and other emergencies.

NALEMARS, frequency 155.475

NALEMARS is a shared law enforcement frequency that can be used by all agencies.

Channel Selection for Incidents out of City Limits

On occasion there may be calls that take APD units out of the Arcata city limits. Most often this call will be a vehicle pursuit. During these incidents the following is a guideline for radio communications channel selection.

Calls Involving Only APD Units

For these calls where no other agencies are assisting APD units should stay on the APD main frequency until they are no longer able to communicate with the dispatcher because of distance away from city limits. To the south the APD main frequency usually works to Fortuna. To the north the APD main frequency generally works to the Northern McKinleyville area.

If the units go out of range then they should switch to HCSO main channel and we should arrange mutual aid dispatching from HCSO to communicate with our units.

Calls Involving APD Units and Other Agencies

For units to communicate with other agencies involved in the incident, APD units may need to switch to CLEMARS so they can transmit to the other involved units.

For Communications to communicate with APD Units on CLEMARS is more difficult because the range of our CLEMARS radio is only to just north of Fortuna for incidents to the south and to the Arcata area for

incidents to the north. With this in mind, HCSO dispatch may need to assist with communicating with APD units on CLEMARS.

RIDE-A-LONGS

Ride-a-longs are a training tool designed to allow the dispatchers to see and understand the other side of the radio. Knowing and understanding what Police and Fire personnel do is an important part of being an excellent dispatcher. The

Ride-A-Longs are voluntary and can be completed once a quarter. The employee will be compensated with comp time, straight time for part-time employees. They are allowed to ride for ten hours at a time or the equivalent of the officer's shift.

The needs of the communications center will take precedent over any scheduled ride-a-long. If overtime is uncovered or if there is an unprecedented shift that needs to be covered the employee will give up the ride-a-long and work the shift in dispatch.

Ride-a-longs must be approved by the Watch Commander that is on-duty the day of the ride-a-long. The approval must be given in writing, using the attached form. Notification must be given to the Communications Manager prior to the ride-a-long via the form. The employee will also provide the Communications Manager with a written evaluation of the ride-a-long, including what was done and what was learned. The Communications Manager will document the ride-a-long as training and document it in the computer system.

The on-duty Sergeant or Watch Commander must also give written approval prior to the day of the ride-a-long. If the employee is not on the training program this approval is their responsibility. If the employee is on the training program it is the responsibility of the trainer to gain approval. The employee must ride with a Field Training Officer or an officer that has successfully completed their probation. In addition, dispatchers must not ride with the same officer every

quarter. Ride-a-longs are also a tool to observe different officers styles on the street and to understand diverse law enforcement techniques.

EAgent

EAGENT is the County Law Enforcement Warrant System. EAGENT is used for checking local warrants and probation clauses. The officers use EAGENT numerous times throughout their watch. They do NOT have access to EAGENT from their vehicles like they do with CLETS. EAGENT can be accessed from many computers within the department. Dispatch can access EAGENT from the all CAD computers in the Communications Center. The EAGENT window is usually kept open at all dispatch positions.

CRITICAL REACH/APBnet

Critical Reach is a program that is used to transmit BOL information to many outside agencies at once via email. There are agencies nationwide who receive Critical Reach fliers. This is only used under the direction of a supervisor.

DISTRICT ATTORNEY RUN

The "DA Run" is a folder of documents that is taken to the District Attorney's office every weekday. Documents for other agencies are also sent with the DA run.

The DA run may contain:
Cases
Subpoenas
Citations
Reports for Other Agencies (CWS, Probation etc.)

Abandoned Vehicles

When a report of an abandoned vehicle is received by dispatch, the call is routed to the abandoned vehicle officer.

A copy of the CAD and the 10-28 and 10-29 for the vehicle will be placed in the AV box in dispatch.

Repossessed Vehicles

When a dispatcher receives telephone notification of a vehicle that was repossessed in the City of Arcata, the dispatcher shall create an incident in RIMs. The incident shall include the location the vehicle was repossessed from, the repossession company with a phone number for contact and the vehicle information.

The vehicle is then to be entered into the SVS system as Repossessed. Any additional paperwork that is received for the repossession will be scanned to the incident.

CRIMINAL LAW

The United States legal system operates primarily in two areas, Civil law and Criminal law.

Police agencies deal with the criminal aspects of the law, but there are some grey areas where the two spheres of jurisdiction overlap. It sometimes takes attorneys and judges to decide the jurisdiction.

Law enforcement agencies are the arm of the law that are charged with the responsibility to apprehend and arrest those individuals who break the law. They are the "hands" of the legal system and although agencies names may vary, the determining factor is that they must be "sworn" and primarily responsible for the suppression of crime and the apprehension of criminals.

Criminal law deals with crimes and crimes are defined as illegal acts which are punishable by fine, imprisonment, or removal from public office, or a combination thereof. Criminal law deals with injury to the State or to the people of the State. The criminal court then passes a sentence of imprisonment and/or fines as established by State law. Only the State, acting through the courts, can impose fines or imprison a violator.

Fines are paid to the State. Crime victims do not have a right to the fine, however, through Victim-Witness programs, specified victims may receive some form of compensation.

Civil law deals with non-criminal legal proceedings such as marriage, divorce, adoption, custody, contracts, law-suits, etc.. Proceedings that prove "injury" to the individual can result in restitution or compensation for loss or injury.

There are many instances where the distinction between injury to the individual as "people of the state" is not clear. However, when the victim is interested in recovering their loss, or damages, recourse is through the civil court. If the victim desires prosecution, and there is a statute or law that applies to the situation, it is a matter for law enforcement.

It is the responsibility of the law enforcement agency to determine if a crime did occur. However, it is the decision of the District Attorney's office and the courts whether or not to prosecute the case.

FELONY

A crime that is very serious in nature which can be punished by imprisonment in State Prison and fines over \$500.

MISDEMEANOR

A crime which can be punished by up to, but not exceeding, one year in the County Jail and up to \$500 in fines.

INFRACTION

A minor offense which can be punished by fines.

These definitions do not indicate the actual complexity of the law, for crimes may be plea-bargained from Felony to Misdemeanor, and sometimes a Misdemeanor will become a Felony if there is a previous conviction for the same or similar offense.

Crimes as defined in the California Penal Code most often come to the attention of law enforcement. The California Penal Code (PC) contains the majority of the statutes that are enforced by peace officers. It also contains laws that establish peace officers' powers, jurisdiction, and training. However, there are several other California codes that contain sections enforced by City Police.

VEHICLE CODE (VC)

The body of laws that regulate vehicular traffic within the State of California.

HEALTH & SAFETY CODE (H&S)

The body of laws that regulate food and drugs (including controlled substances).

BUSINESS & PROFESSIONS CODE (B&P)

Regulations and ethic of the business profession regarding truth in advertising, marketing, controls sales of certain substances. Contains statutes concerning the sale of alcoholic beverages.

WELFARE & INSTITUTIONS CODE (WIC)

The body of regulations regarding the treatment of children or others that are unable to care for themselves. All juvenile criminal affairs are directed by this authority. Included are statutes regarding child neglect, incorrigibility, and delinquency.

ADMINISTRATION CODE

Miscellaneous sections that include Fish & Game, Harbor and Navigation, and other regulations.

MUNICIPAL CODE (AMC)

The body of regulations which have been enacted by the Arcata City Council to regulate the actions of the persons within a given City boundary which are not already covered by any other code.

DISTRICT ATTORNEY'S OFFICE

This is the legal representative for the County and responsible for the presentation of the prosecution information in any criminal case. The actual responsibilities in Humboldt County for all criminal prosecutions rests with the County District Attorney's Office. All matters that law enforcement agencies seek to pursue must be filed with the District Attorney's Office for review.

SUPERIOR COURT

Handles all criminal filings.

APPELLATE COURT

Handles appeals from the Superior Court.

STATE SUPREME COURT

The final step in appeal in the California Judicial System. The Supreme Court selects the cases that it wishes to review. Action is taken when there is an appeal based on the interpretation of a law or the application or regulation of a law.

ADJUNCTS TO THE COURT

There are several agencies that are adjunct to the court in that they are charged with the responsibility to carry out the judgments of the court, review, confine, release and otherwise control the lives of individuals in any way deemed appropriate by the court.

DEPARTMENT OF CORRECTIONS

Charged with housing and confining individuals sentenced to prison.

CALIFORNIA YOUTH AUTHORITY

Charged with housing and confining juvenile offenders.

PAROLE BOARD

Charged with reviewing a prisoner's record and making recommendations regarding the termination or continuation of sentence. Also charged with monitoring parolees (prisoners released before completion of sentence).

PROBATION DEPARTMENT

Charged with making recommendations regarding sentencing of offenders. Supervise offenders not serving time in the County jail.

GRAND JURY

A body appointed by each County that assists that judicial system by making citizen review.