

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 3.8
	Effective Date: 07/30/05 Prv. Rev. Date: 09/02/21 Revised Date: 12/19/22
	Accreditation Standards: KACP: 17.8, 28.5
Chapter: Communications	
Subject: Communications Equipment Usage	

3.8.3 MDT PROCEDURES (CONTINUED)

screen, that has not yet been assigned by the dispatcher or when members voluntarily backup a primary unit on an assigned call for service.

Members who are clearing from the scene of a call for service or self-initiated activities will notify the dispatcher by voice transmission. Members may clear from the scene, via their MDT, during periods of heavy radio activity, but will also notify their dispatcher by voice transmission as soon as possible. Each unit will verify that the dispatcher is advised when they have cleared from the scene. The primary unit may clear all assigned units at one time, by voice transmission, if all units are clearing at the same time.

If a member needs to have his/her MDT password reset, he/she should contact the on-duty MetroSafe supervisor at (502) 574-2117. All other MDT technical issues should be referred to MDT Central by calling the Office of Civic Innovation and Technology (CIT) Service Desk at (502) 574-4444.

3.8.4 BOLO BROADCASTS

In requesting a “be-on-the-lookout (BOLO)” broadcast, members will differentiate between the following:

- If the subject is wanted for questioning in a case, the radio broadcast will be, “Locate for investigative purposes and contact lead investigator to obtain further information on...”
- If the subject has been definitively identified and has an active arrest or bench warrant out for him/her, the radio broadcast will be, “Wanted for arrest based on warrant for...”

BOLOs that are lengthy or complicated, due to containing detailed information or multiple subjects, should be called in to MetroSafe by phone, if possible.

The following phonetic alphabet will be used for **clarifying the spelling of** names of persons and locations, **when necessary**. It will also be used when calling in license plate numbers and registrations.

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

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3.8.6 USE OF PLAIN LANGUAGE AND TEN CODES (CONTINUED)

10-98 will be used when there is no imminent danger of assault to the member, but the member would like assistance before taking a police action and it is possible for the member to be overheard by a suspect. If members are in situations where they need additional assistance for other police activities, they should simply request assistance by using plain language so that an officer, or officers, can respond in a non-emergency fashion.

3.8.7 RADIO CHANNEL ASSIGNMENT

Under routine operations, departmental units will be assigned to the following radio operations channels:

- LMPD 1 – Divisions 6 and 7
- LMPD 2 – Divisions 3 and 8
- LMPD 3 – Divisions 1 and 2
- LMPD 4 – Divisions 4 and 5
- LMPD TRCIS – Traffic Unit, Major Crimes Division, and Vehicle Impoundment Unit (VIU)

In addition to the assigned channels, there are two (2) service channels, LMPD SVC1 and LMPD SVC2, which, like the operations channels, are monitored by a dispatcher 24/7.

Car-to-car (C2C) communications may be conducted on one (1) of four (4) channels identified as LMPD C2C 1 through 4. Unless advised otherwise, patrol division members should use the C2C channel that corresponds to their operations channel (e.g. Divisions 6 and 7 should normally use LMPD C2C1 for car-to-car communications).

Four (4) tactical (TAC) channels, LMPD TAC1 through 4, are available for conducting special operations, if requested by a commanding officer. The commanding officer must contact MetroSafe if he/she wants the TAC channel monitored by a dispatcher.

If a radio channel is needed for an event, the following procedures will be followed:

- The request will be made by a commanding officer.
- The request will be made by emailing Traci Crenshaw at Traci.Crenshaw@louisvilleky.gov AND Angela Downes at Angela.Downes@louisvilleky.gov at least 24 hours before the channel is needed, if possible.
- The request will include an explanation of the kind of event, along with the dates and times needed.
- The request will indicate the need for a dispatcher, if required.
- MetroSafe will “assign” a channel for the specific request and will send an email confirmation.

If, for some reason, these procedures cannot be followed and a channel is needed immediately, the commanding officer will make the request, via phone, by contacting Traci Crenshaw at (502) 648-1953. If Traci Crenshaw is unable to be reached, the commanding officer will contact the on-duty MetroSafe supervisor at (502) 574-2117.

These procedures prevent the overlapping of radio channels by multiple agencies.