

	Administrative General Order	11.16 Police Radio and MDC Communications	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department Written Directive Chapter 11 - Patrol Operations		06/03/2019
			ORIGINATOR/REVIEW Operations Division
DISTRIBUTION	CALEA: 81.1, 81.2		
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

To establish communications protocols between the Department and the Emergency Communications and Citizen Services (ECCS) This policy governs the assignment of unit designators, shift indicators, the use of lineups, radio communications and shared radio and mobile data computer (MDC) communication protocols. This document will also stand as a reference for other Agency identifiers that are entered into CAD under the PD Agency.

Policy

The City of Virginia Beach’s modern public safety communications systems utilizes radio, computer aided dispatching (CAD) and mobile device technology to provide services. Because of the integrations of CAD, radio, and mobile devices, resources must be managed in partnership with ECCS and other public safety agencies.

The public safety communications system furthers the Department’s Mission of providing public safety services. These communications are, by default, available via the Freedom of Information Act unless the specific communication falls under an exemption. Radio communications and CAD calls for service and messaging are recorded and retrievable. When assigned a call for service by a dispatcher, whether by radio or CAD, the officer will acknowledge the assignment, and proceed forthwith to the call unless redirected by ECCS or a police supervisor.

Public safety resources are to maintain an accurate status on the CAD, and will communicate their location and activities with the dispatcher, whether by MDC or radio.

Computer Aided Dispatching (CAD)

The Department of Emergency Communications and Citizen Services (ECCS) utilizes a CAD that divides the public safety departments into Law (enforcement), Fire, EMS, and ECCS agencies. The Law agency consists of the Police Department, with the Sheriff’s Office resources co-located with the Police Department. The Police Department also has other law enforcement or security resources to facilitate communications and law enforcement responses. Additional Unit Identifiers and other configuration changes within the Law Agency in CAD are managed by Police Planning and Analysis in concert with ECCS and IT.

Police Unit Identifiers

Police Unit Identifiers are both radio call signs and CAD identifiers, and may be assigned to a specific individual on a semi-permanent basis or may be assigned by shift.

Generally, unit identifier methodology will be for the first digit to represent the precinct/bureau command, the following 2 digits will represent the specific assignment, followed by the shift designator. On occasion, a unit identifier may be extended past the shift designator to allow for more than one resource per command/assignment/shift.

Lineups

Lineups exist to document geographic and equipment assignments for on duty staff. ECCS will be notified of personnel assignments in advance of the oncoming shift. Lineups will be submitted on the approved PD246 or the Bureau Lineup document to the ECCSLINEUPS@VBGOV.COM email account and will clearly specify:

- The personnel assigned to each unit identifier
- The portable radio, car number, or other specialized equipment
- The duty supervisor for each officer
- Any special assignments

Radio Plain Language Communication

The use of plain language reduces communication errors. The use of common terminology supports the ICS/NIMS protocols. When communicating license plates or names, the military phonetic alphabet will be used. All radio channels are recorded and are subject to Freedom of Information.

The following limited use of coded language is to enhance officer safety.

Code	Meaning
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Air Restricted	No radio traffic unless related to current incident
Resume Normal Air	Radio traffic can return to normal
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Letter	Phonetic Letter	Letter	Phonetic Letter
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

CAD Mobile Application Out of Service Codes/Incident Types

The Public Safety CAD/Mobile CAD has preformatted out of service codes and incident types to maintain consistency across the agency. Officers are to refer to the MDC field guide for specifics.

UNIT IDENTIFIERS

Department/Division/Precinct/Bureau

Chief Staff and other resources not assigned to Operations or Investigative Division may be assigned a unit identifier in the Car 1-Car 99 range.

Operations Division 100-599

Investigative Division ■■■-899

Animal Control 901-999

Shift Designator

- A Day
- B Evening
- C Midnight
- D Day Power
- E Night Power
- X Department Paid Overtime
- F Non Departmental Paid Overtime

Precinct/Bureau Command Range

Executive Leadership	
Chief	Car 1
Deputy Chief Operations	Car 2
Deputy Chief Investigative	Car 3
Deputy Chief Professional Standards	Car 4
Car 5-10	Command Staff
Car 11-99	Staff Assignments
Operations	
1 st Precinct	100-199
2 nd Precinct	200-299
3 rd Precinct	300-399
4 th Precinct	400-499
Special Operations	500-599
Animal Control	900-999
Investigative Division	
Special Investigations	████████
Detective Bureau	800-899
Det Bureau-PCU	7X0-7X9
Det Bureau-Forensics	807/808-811/890-893

Command Bureau Specifics

Group	Identifier Range
Precincts	100-499
Captains-Precincts	100, 200, 300, 400
Lieutenants Precincts	01-04
Sergeants-Precincts	05-19
Pct-Zones	20-38
Pct-SRO	50-59
Pct-COP	60-89
Community Service	CSO01- CSO09
Chaplains	Chap01-Chap59
Special Operations	
Captain	500
Lieutenant	501-503
Sergeants	504-514
Staff	515-599
Aviation Unit	Air01-Air09
Canine	K91-K920
Marine	Mar01-Mar20
Mounted	MT01-MT40
Animal Control	910-941
Animal Control Special	950-979

Assignment	

Group	Identifier Range
Special Investigations	
Captain	████
Lieutenant	██████
Sergeants	██████
Detectives	██████
SI Canines	██████████
Detective Bureau	
Captain	800
Lieutenants	801-802 /700 (PCU)
Sergeants	701-709 and 803-806
Detectives	710-799 and 811-899
Forensics	
FSU Supervisor	807
Unit Supervisor	808-811
Technicians	890-893

Oceanfront and Special Assignments

These unit identifiers default to the WALK area in CAD

Shift Identifiers D/E/X/F

Group	Identifier Range
Beats	B1-B42
Boardwalk	BW1-BW42 D extended to 4, E/F/X extended 5
Bike	BK1-BK49
Motorcycle	MC1-MC42
Transport	TR1-TR10
ATV	ATV1-ATV5
Traffic Assignment	T1-T99 Streets 1-34 D out to 4/E out to 9
Post Assignment	P1-P99
Camera Room	Vid1-Vid5
VCIN	VCIN1-VCIN2 no shift
Pest Volunteer	PSTX10-X11 no shift

Other Assignments

These unit identifiers default to Precinct City Wide in CAD
Shift Identifiers D/E/X/F

Group	Identifier Range
Mobile Tactics	
Alpha (A)	AX10-AX29
Bravo (B)	BX10-BX29
Charlie (C)	CX10-CX29
Special Events	SE1-SE50
Logistics	LOG1-LOG8 NONE/D/E
LOST	
Town Center	TC1-TC20

Non Police Resources on Law Agency

Group	Identifier Range
Sheriff's	SO100-SO499 No Shift Designators
Amphitheater	SO 01-SO 35
Precincts	100-400 prefix
Civil Process	501-530 A/B/F
School Security	SS1-SS12
Aquarium	Aqua 1-Aqua 5
State Police	VSP01-VSP05
Game Wardens	GAME1-GAME8
Military Police	MP1-MP4
Coast Guard	COAST1-COAST4 No shift identifier
ABC	ABC1-ABC6
Back Bay	BB21-22-23