



Maryland-National Capital Park Police
Prince George's County Division



DIVISION DIRECTIVE

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| TITLE Plain Speech Radio Procedures | | | PROCEDURE NUMBER PG1301.0 |
| SECTION Communications Procedures | DISTRIBUTION A | ISSUE DATE 04/01/19 | REVIEW DATE 05/01/21 |
| REPLACES New Directive | | | |
| RELATED DIRECTIVES PG1300.0 | REFERENCES CALEA 81, 26, 46 | AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson | |

I. PURPOSE

This directive establishes guidelines for radio communications using Plain Speech.

II. POLICY

The staff of the Maryland-National Capital Park Police, Prince George's County Division, are to use plain speech when communicating over the police radio system with the exception of the below-listed 10-codes and signals. This policy is to ensure interoperable communications for multi-agency, multijurisdictional and multi-discipline events. The standards put forth in this directive also complies with Federal mandates for mutual aid events and ensures consistent, uniform training for public safety.

A. The following 10-codes and signals will be used to provide for officer safety and disseminating sensitive information. The 10-codes/signals and their definitions are listed below:

- 10-3 Emergency Transmissions Only
- 10-4 Acknowledgment
- 10-6 Busy
- 10-15 Prisoner Transport/Arrest
- 10-22 Cancel
- 10-29 Warrant Check
- 10-35 Confidential Information/Wanted

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| | |
|------------|---------------------------|
| 10-42 | Driver's License Check |
| 10-78 | Request Routine Back up |
| Signal 7 | Suspicious Person |
| Signal 7A | Armed Suspicious Person |
| Signal 8 | Registration Information |
| Signal 13 | Police Officer in Trouble |
| Signal 26 | Routine Patrol Suspended |
| Signal 44 | Bomb Threat |
| Signal 65 | Sexual Assault |
| Signal 66 | Suicide |
| Signal 81 | Death Report |
| Signal 100 | Mentally Unstable Person |

- B. MVA race codes will no longer be used. Officers will use plain speech descriptors (i.e., White, Black, Hispanic, Asian and Unknown, etc.).
- C. All other radio communications will be conducted using plain speech. In order to maintain brevity and professionalism on the radio, officers will be using the definitions already established on the current 10-codes list. For example, under the new system, instead of using 10-8 the user would state, "In Service."
- D. Professional tones and communications will be utilized at all times. The use of police jargon and/or slang terms to include abbreviations will not be used.

III. DEFINITIONS

- A. Plain Speech: Communication that can be understood by the intended audience and meets the purpose of the communicator.
- B. Two Way Radio: Portable radio that communicates with each other on the same frequency but not simultaneously.

IV. PROTOCOL

- A. All officers will strictly adhere to the Plain Speech Protocol.
- B. Officers will act professionally at all times and yield the airwaves to anyone who is involved in an emergency situation.
- C. Officers are to monitor their radio and respond to calls when contacted by Communications.
- D. Messages will be transmitted using brief and concise terms.

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- E. The Federal Communications Committee (F.C.C.) regulations prohibit radio misuses, such as profane language or inappropriate transmissions. Idle conversation not related to police operations is prohibited. Supervisors are responsible for identifying individuals misusing the radio and those found to be in violation will be subject to disciplinary action.

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