

## CHAPTER XIII – Communications

### 13/1 Radio Terminology and Codes

#### 13/1.1 Communications Policy - General

The LAWA Police communications system consists of the radio, telephone, and data subsystems, and shall be used only for official police communications. Officers shall not use the system for transmitting personal messages, commercial advertising, or promoting any commercial or business interests. The system shall be operated in accordance with F.C.C. (Federal Communications Commission), State, and local regulatory agency procedures and requirements.

#### 13/1.2 Procedures

##### A. Plain Language Usage

Except for the below listed codes and phases, officers shall use plain language in all transmitted messages. Other codes (i.e. the "Ten" codes, etc.) are not authorized and shall not be used.

##### B. Misconduct on the Radio

Misconduct on the radio shall not be tolerated. Supervisors shall be responsible to monitor their radios and take action whenever it occurs. Violations of Radio Protocols may subject officers to disciplinary action.

Misconduct includes but is not limited to: using any frequency for personal messages between officers, activating the microphone to override another officer's transmissions, using obscene language on frequency, or transmitting offensive messages

##### C. Phonetic Terms

The "APCO" phonetic alphabet shall be used in radio transmissions when spelling out words or stating letters of the alphabet:

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

The International Phonetic Alphabet shall be used by officers while involved in AOA activities (i.e. Taxiway designations, talking on aircraft frequencies, etc.) as follows:

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

##### D. Radio Codes and Procedures

The following codes and procedures shall be used in LAWA Police radio transmissions:

- Emergency Activation.** This emergency call shall be broadcast when the emergency button on an officer's radio has been depressed.

##### a. Communications Unit Responsibility

Upon receiving a handset activation transmission, it shall be the responsibility of Communications Unit Personnel (CUP) to immediately broadcast "officer needs help," and last known location. If the officer activating fails to acknowledge the closest available unit shall be dispatched "Code Three" and other available units in the vicinity shall respond "Code Two."

##### b. Broadcast Procedures

When an emergency activation is received by Communications, CUP shall:

- Immediately broadcast Alert Tone 3;
- Broadcast, "All units, officer needs help," state the location, "Officer needs help," again state the location;
- Broadcast the officer's call sign, "Emergency button has been activated," and,
- Attempt to contact the concerned officer;
- If the officer fails to acknowledge, CUP shall dispatch the closest available unit Code 3 to the last known location of the officer;
- Any additional information on the concerned officer shall be broadcast;
- The following is an example of an emergency activation broadcast. Each emergency activation broadcast may differ, however CUP shall follow the example broadcast as closely as possible:

CUP: Broadcast Alert Tone 3. "All units, officer needs help, 200 World Way, officer needs help, 200 World Way, 3A701 emergency trigger has been activated. 3A701, 3A701, come in."

If no acknowledgement from the unit is received:

CUP: "All units, officer needs help, 200 World Way, officer needs help, 200 World Way."

Unit: "3L605, ETA 3 minutes."

Unit: "3L202, ETA 5 minutes."

CUP: "3L605 and 3L202, rodder. 3L605, respond Code 3. 3A701 shows Code-6 on a 415 man, 200 World Way. All units, frequency is on standby for emergency traffic only until a Code 4 is given."

- Officer Needs Help.** This emergency call shall be broadcast when immediate response of additional officers is required due to a direct, severe threat to the officer's safety, or the safety of a member of the public being assisted by an officer. The requesting officer shall include the location, followed by the officer's unit identification and all other pertinent information.

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- a. **Communications Unit Responsibility**
- In the event an officer requests "Help," it shall be the responsibility of Communications Unit personnel (CUP) to dispatch two officers and a sergeant to the location immediately, the closest unit to be dispatched Code 3, and additional responding units to be dispatched Code 2.
- b. **Broadcast Procedures**
- When a request for "Help" is received by Communications Unit, CUP shall:
- Immediately broadcast Alert Tone 3;
  - Broadcast, "All units, officer needs help," state the location, "Officer needs help," again state the location; and,
  - Assign two mobile units and the sergeant assigned to the area to respond to the call, with the primary reporting unit for that area to respond "Code 3," and any other units, including the sergeant, to respond "Code 2."
  - The responding units shall give an estimated time of arrival (ETA) to the location;
  - All affected frequencies shall be placed on standby, and all field personnel shall refrain from all non-emergency broadcasts. Units shall be advised to stand by for additional information;
  - If the incident occurs on the outer LAWA Police patrol boundary, CUP shall contact the appropriate law enforcement agency having jurisdictional authority of the location of occurrence. The LAPD LAX Substation should be advised of any help call on LAWA/LAX property;
  - The following is an example of an officer request for help broadcast. Each help request may differ significantly, however CUP shall follow the example broadcast as closely as possible:  
  
CUP: Broadcast Alert Tone 3. "All units, officer needs help, 100 World Way, officer needs help, 100 World Way, 2L303, 2T11 and 2L20."  
  
Unit: 2T11, ETA 3 minutes.  
  
Unit: 2L303, ETA 5 minutes.  
  
Supv: 2L20, ETA 3 minutes.  
  
CUP: "2T11, 2L202, and 2L20 rodder. 2L303 respond Code 3. All units, all units, frequency is on standby for emergency traffic only until a Code 4 is given.
- NOTE - The LAWA Police will provide assistance and response to "Officer Needs Help" calls within the airport area when requested by outside law enforcement agencies. The senior officer of the agency requesting emergency assistance shall be in charge of the incident.**
3. **Officer Needs Assistance.** This call shall be broadcast by an officer when there is need for additional officers at the scene of an incident to assist with controlling a situation that might escalate without such response. The requesting officer shall include the location, followed by the officer's unit identification and all other pertinent information, including the reason for request.
- a. **Communications Unit Responsibilities**
- Upon receiving an "Officer Needs Assistance" call, CUP shall dispatch One unit "Code Two" and other available units in the vicinity shall respond when practicable.
- b. **Broadcast Procedures**
- The following is an example of an "Officer Needs Assistance" broadcast. Each assistance broadcast may differ significantly, however CUP shall follow the example broadcast as closely as possible:
- CUP: Broadcast Alert Tone 2. "All units, officer needs assistance, 300 World Way, officer needs assistance, 300 World Way. 3L605, respond to 300 World Way Code 2."
- Unit: 3L605, ETA 5 minutes.
4. **Firefighter Needs Help.** This emergency call shall be broadcast when immediate police assistance is required because firefighters are under attack, attack is imminent, or another emergency exists.
- Note - Firefighter shall include LAFD Paramedics.**
- a. **Communication Unit Responsibility**
- In the event a "Help" request is received from the Los Angeles Fire Department, it shall be the responsibility of Communications Unit personnel (CUP) to dispatch two officers and a sergeant to the location immediately.
- b. **Broadcast Procedures**
- When a request for "Help" is received by Communications Unit, CUP shall:
- Immediately broadcast Alert Tone 3;
  - Broadcast, "All units, firefighter needs help," state the location, "Firefighter needs help," again state the location; and,
  - Assign the two closest units and the sergeant assigned to the area to respond to the call, with the primary reporting unit for that area to respond "Code 3," and any other units, including the sergeant, to respond "Code 2."
  - The responding units shall give an estimated time of arrival (ETA) to the location;
  - All affected frequencies shall be placed on standby, and all field personnel shall refrain from all non-emergency broadcasts. Units shall be advised to stand by for additional information;
  - If the incident occurs on the outer LAWA Police patrol boundary, CUP shall contact the appropriate law enforcement agency having jurisdictional authority of the location of occurrence. The LAPD LAX Substation should be advised of any help call on LAWA/LAX property;

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- The following is an example of a firefighter needs help broadcast. Each help request may differ significantly, however CUP shall follow the example broadcast as closely as possible:

CUP: Broadcast Alert Tone 3. "All units, firefighter needs help, 700 World Way, firefighter needs help, 700 World Way, 2L303, 2T11 and 2L20 respond."

Unit: 2T11, ETA 5 minutes.

Unit: 2L303, ETA 5 minutes.

Supv: 2L20, ETA 3 minutes.

CUP: "2T11, 2L303, and 2L20 rodder. 2L303, respond Code 3 All units, all units, frequency is on standby for emergency traffic only until a Code 4 is given.

- Firefighter Needs Assistance. This call shall be broadcast when police assistance is required due to hostile crowd action or other incident.

- Communications Unit Responsibilities

Upon receiving a firefighter needs assistance request from the Los Angeles Fire Department call, CUP shall dispatch one unit "Code Two" and other available units in the vicinity shall respond when practicable.

- Broadcast Procedures

The following is an example of a firefighter needs assistance broadcast. Each assistance broadcast may differ significantly, however CUP shall follow the example broadcast as closely as possible:

CUP: Broadcast Alert Tone 2. "All units, firefighter needs assistance, 500 World Way, firefighter needs assistance, 300 World Way. 3L605, respond to 300 World Way Code 2.

Unit: 3L605, ETA 5 minutes.

- Back-up Unit Request. This call shall be broadcast by an officer when one additional unit is needed Code 2 at the scene of an incident to stand-by to provide possible assistance. The requesting officer shall include the location, followed by the officer's unit identification and all other pertinent information (i.e. "Any unit in the vicinity, 2F-91 is requesting a backup, 380 World Way).

The request shall be canceled when, prior to the arrival of the assigned back-up unit, the requesting officer determines that back-up units will not be needed.

**Note - A "Backup" request is a coded message and shall not be used for routine operational requests for additional units (i.e. - perimeter units, crowd/traffic control, etc).**

- "Pursuit" Broadcast. Officers initiating a foot or vehicular "Pursuit" shall begin the transmission by giving their location, followed by their unit identification, description of pursued vehicle and/or suspects, direction taken, and reason for pursuit. The pursuing unit shall give frequent and comprehensive progress reports as conditions permit.

Communications Unit shall advise all units on all frequencies that a "Pursuit" is in progress and clear the frequency for "Pursuit" transmissions or emergency calls (i.e. "All units on all frequencies stand by, 3L303 is in [foot/vehicular - specify which] pursuit").

Communications Unit shall give the location and direction of travel of the pursuit, suspect information, and broadcast any additional information, as it becomes available. An assigned field supervisor shall monitor information concerning the "Pursuit".

**Note - For further information on vehicular pursuit broadcast procedures, refer to Section 12/5.2 .**

- Code One. When a Communications dispatcher fails to receive an acknowledgement of a communication, a "Code One" shall be given. The unit to which a "Code One" is directed shall acknowledge immediately upon hearing a "Code One."

- Code Two. A radio call accompanied by a "Code Two" designation is an urgent call and shall be answered immediately.

Officers responding to a "Code Two" radio call shall only be interrupted to perform police work of major importance or to respond to a higher priority radio call when so directed by Communications or field supervisor. The determination to interrupt an officer's response to a Code Two call should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident. Officers shall notify and request Communications immediately reassign their Code Two call when circumstances cause them to be interrupted from responding to the call.

Officers responding to Code 2 calls shall adhere to all rules of the road. Officers shall not use emergency lights only when responding Code 2. Code 2 calls shall not be responded to with only emergency lights on or with emergency lights and siren. All rules of the road shall be adhered to.

- Code Three. A radio call accompanied by a "Code Three" designation is an emergency call. It shall be answered immediately, but only in a manner which will enable the unit to reach the scene quickly and safely. The red light and siren **shall** be used in accordance with the provisions of Sections 21055 and 21056 of the California Vehicle Code (Refer to Sections 12/5.2.A and 12/7).

- "Code Three" Radio Calls

- Communications Unit Responsibilities

Communications Units Personnel (CUP) shall broadcast Alert Tone One for approximately 4 seconds and assign two mobile units and a supervisor to respond to the location. The primary unit shall be dispatched "Code Three", the secondary unit and supervisor shall be dispatched "Code Two".

- Broadcast Procedures

The following is an example of a "Code Three" Radio Call Broadcast:

CUP: Alert Tone One, "3L303, 3L601, 3L20; 3L303, 3L601, 3L20, 211 Silent, Lot C Exit Booth 97, 211 Silent, Lot C Exit Booth 97."

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- Unit: "3L303, ETA 3 minutes."
- Unit: "3L601, ETA 5 minutes."
- Supv: "3L20, ETA 5 minutes."
- CUP: (When all dispatched units acknowledge the call, broadcast the following) "3L303, 3L601, and 3L20 roger. 3L303 respond Code 3, 3L601 and 3L20 respond Code 2. All units, frequency is on standby for emergencies only, the marker will not be used."
- Unit: "3L303, Code 4."
- CUP: "All units, Code 4, Lot C, Booth 97. Frequency is clear."
- b. Officer Initiated "Code Three" Response
- Communications Unit Responsibilities
- When CUP receives notification from an officer that the officer is initiating a "Code Three" response, CUP shall:
- Broadcast Alert Tone One for approximately 4 seconds;
  - Identify the responding unit;
  - Broadcast that the unit is proceeding "Code Three;"
  - Identify the starting point of the responding unit and the location the unit is responding to;
  - Immediately notify the Watch Commander or first available supervisor of the "Code Three" response.
  - In the event a unit with a shorter ETA acknowledges a "Code Three" call, CUP shall instruct the original responding unit to cancel the "Code Three" response. Upon acknowledging the cancellation, CUP shall instruct the unit with the closer ETA to respond "Code Three".
  - Broadcast Procedures
- The following is an example of an officer initiated "Code Three" response:
- Secondary Unit: "Control, 3L303 has a closer ETA."
- CUP: "3L303, roger. 3L202, 3L202, cancel Code 3 response, 3L303 has a closer ETA."
- Primary Unit: "3L202, roger."
- CUP: "3L303, 3L303, respond Code 3."
- Secondary Unit (Now Primary Unit): "3L303, roger."
- CUP: "All units, 3L303 responding Code 3 from 100 Lower Level to 700 Lower Level."
- c. Other Emergency Vehicles in the Vicinity responding "Code Three"
11. Code Four. When additional assistance is not needed at the scene of a call, a "Code Four," followed by the location of the call, as well as the nature of the Code Four (sufficient units, suspect in custody, etc) shall be broadcast. Officers not assigned to the call and not at the scene shall return to their assigned patrol area.
12. Code Four Adam. When additional assistance is not needed but a suspect is still in the vicinity, a "Code Four Adam," shall be broadcast, followed by the location of the call and a description of the outstanding suspect. Officers not assigned to the call but en-route to the location shall patrol or post themselves at strategic points near the scene.
13. Code Five. An officer conducting a "Stakeout" shall notify Communications of the location and request a "Code Five." The Communications operator shall immediately broadcast that there is a "Code Five" at the location. All officers shall avoid the vicinity except in an emergency or to respond to a call.
- When a stakeout is completed, the originating unit or last unit to leave the scene shall request Communications cancel the "Code Five" at the location.
14. Code Six. When a unit is conducting an investigation and no assistance is needed, a "Code Six", followed by the location, shall be broadcast. Officers shall not broadcast "Code Six" until they arrive at the scene of a call.
- Officers on "Code Six" status shall remain available for reassignment to priority calls by monitoring their handsets. Officers may indicate to Communications additional circumstances which make them unavailable for reassignment to other calls, including:
- a. A suspect(s) in custody;
  - b. The primary unit at a crime scene; or,
  - c. Required at a back-up, assistance, or help call.
- Note: Officers shall notify Communications when they are again available for radio calls.**
15. Code Six Adam. When an officer may need assistance in conducting an investigation, a "Code Six Adam" shall be broadcast with the officer's location. Communications shall assign an additional unit to the requesting officer's location. When the requesting officer finds that assistance will not be needed, a "Code Four" and the location shall be broadcast.
16. Code Six Charles. When a wants/warrants query on a person or vehicle returns with a felony or NCIC want or warrant, or if the person or vehicle returns as wanted, the Communications Operator shall:
- a. State the officer's call sign and "Code 6 Charles indicated, verify your location."

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- b. When sworn officers receive a “Code Six Charles” they shall assume a position of advantage, reduce the volume on the radio handset if necessary and have control of the subject prior to advising the RTO to broadcast the return by transmitting their call sign and location, and indicate whether or not further assistance is needed. If no assistance is needed officers may request and receive the want/warrant information from Communications.
- c. Broadcast Procedures
- The following is an example of a "Code Six Charles" transmission to a sworn officer:
- CUP: "2F11, Code 6 Charles indicated, verify your location."
- Unit: "2F11, I'm Code 4, 200 lower level, no additional units needed. Go with your information" (if the officer requires no additional units). Or,
- Unit: "2F11, 200 lower level, requesting one additional unit." (if an additional unit is needed)
- d. When non-sworn TCU officers receive a “Code Six Charles” they shall move away from the vicinity of the vehicle and wait for sworn officers to respond to the location.
- If an individual(s) returns to the vehicle, the TCU officer shall inform responding officers and broadcast a description of the individual(s).
- If the vehicle is driven away, the TCU officer shall inform responding officers and broadcast a vehicle description, number of individuals in the vehicle, and last known direction of travel.
17. Code Six Mary. When a wants/warrants query on a person or vehicle returns with a misdemeanor want or warrant, the Communications Operator shall:
- a. State the officer’s call sign and “Code 6 Mary indicated, verify your location.”
- b. When sworn officers receive a “Code Six Mary” they shall assume a position of advantage, reduce the volume on the radio handset if necessary and have control of the subject prior to advising the RTO to broadcast the return by transmitting their call sign and location, and indicate whether or not further assistance is needed. If no assistance is needed officers may request and receive the want/warrant information from Communications.
- c. Broadcast Procedures
- The following is an example of a "Code Six Mary" transmission to a sworn officer:
- CUP: "2F11, Code 6 Mary indicated, verify your location."
- Unit: "2F11, I'm Code 4, 200 lower level, no additional units needed. Go with your information" (if the officer requires no additional units). Or,
- Unit: "2F11, 200 lower level, requesting one additional unit." (If an additional unit is needed.)
- d. When a wants/warrants query on a vehicle requested by a TCU officer impounding the vehicle returns with a misdemeanor want or warrant, the Communications Operator shall state the officer’s call sign and “Code 6 Mary indicated, verify your location.” The Communications Operator, upon verification of the officer’s location, shall dispatch a sworn officer to the location to stand by until the impound is completed.
18. Code Seven. When an officer requests to go out of service for mealtime, a request for “Code Seven,” accompanied by the break location shall be transmitted to Communications. Communications shall instruct the officer to “Stand By” until it can be determined whether the request can be immediately granted. If the request cannot be granted, Communications shall instruct the officer to “Continue Patrol.” If the request is granted, Communications shall inform the unit “OK for Seven.”
19. Code Eight. This call is broadcast when a fire has been reported at a specific location. Communications shall assign an officer to investigate the circumstances surrounding the fire.
20. Code Nine. This call is broadcast for announcing End-of-Watch to officers of the designated shift.
21. Code Ten. This call is broadcast when a clear frequency is required to check a suspect for wants and/or warrants. When an officer requests a clear frequency to check a suspect for wants and/or warrants, the officer shall:
- a. Continuously maintain a position of advantage with the subject (s);
- b. Determine that the frequency is not in use;
- c. Give Communications his/her unit number;
- d. If not already done, advise Communications what kind of activity the officer is initiating (i.e. - Ped stop, vehicle stop, etc.);
- Note: Refer to Section 13/1.2.14.**
- e. Give his/her location; and,
- Note: Officers responding as an additional unit or backup unit to the location shall not broadcast Code 6 until they have physically arrived on the scene with the primary officer.**
- f. Request “Code Ten,” and state number of suspects to be checked.
- g. Use the following format for subject information:
- State as shown on Driver’s License/Identification;
  - Driver’s License or Identification number;
  - Last name, first name, middle initial;
  - Address, apartment number if available, city;
  - Gender of subject;
  - Race of subject;
  - Hair color;

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- Eye color;
  - Height;
  - Date of Birth of subject.
- Note - No social security number is needed to process this request.**
- h. Broadcast Procedures
- The following is an example of a Code 10 broadcast. Each Code 10 broadcast may differ slightly, however CUP shall follow the example broadcast as closely as possible:
- Officer: “2F11, show me on a Ped Stop, lower level 100 World Way. Request a clear frequency to run a Code Ten (state number of subjects).”
  - CUP: “All units stand by. 2F11, go with your Code Ten.”
  - Officer: “California (or appropriate state) Driver’s License #A1234567, last name Doe, first name Jane, address of (or subject resides at) 1234 Windsor Ave., (state apartment # if available), Los Angeles, female, white, brown, hazel, 5-7, 140, DOB 12,12, 40.”
  - CUP: “2F11 roger. Frequency is clear.”
22. Code Fourteen. This call is broadcast when a routine escort is required.
23. Code Fifteen. When an officer requests to go out of service for a break, a request for “Code Fifteen,” followed by the location the break will be taken, shall be transmitted to Communications.
- Communications shall instruct the officer to “Stand By” until it can be determined whether the request can be immediately granted. If the request cannot be granted, Communications shall instruct the officer to “Continue Patrol.” If the request is granted, Communications shall inform the officer “OK for Fifteen”.
- Note: Refer to Section 3/5.12 for policy regarding Rest Periods.**
24. Code Thirty. This call is broadcast when a silent burglar alarm has been reported to Communications by an alarm company. Communications shall assign two units in the vicinity to respond to the call for investigation.
25. Code Thirty Adam. This call is broadcast when a silent burglar alarm has been reported to Communications by an alarm company and the location is being monitored audibly. Communications shall assign two units in the vicinity to respond to the call for investigation. If the location appears to be secure, officers shall ascertain, via Communications, whether the alarm company is monitoring any activity within the location.
26. Code Thirty-Ringer. This call is broadcast when Communications receives information a ringing burglar alarm has been activated. Communications shall assign two units in the vicinity to respond to the call for investigation.
27. Code Thirty-Seven. Communications personnel accessing vehicle want/warrant information shall broadcast a “Code Thirty-Seven indicated, verify your location and number of suspects” when stolen vehicle information returns on a vehicle license number run by an officer. If the officer confirms suspects in the vehicle, Communications shall immediately assign the closest available mobile unit to assist the officer, and give the officer’s last reported location. When the suspect(s) is in custody or additional assistance is not required, a “Code Four” shall be broadcast.
- Note: Communications shall broadcast “Code Six Charles” when a vehicle license number is connected with felony /armed and dangerous suspects, or a felony want or warrant. Example - a vehicle license number connected with an armed robbery would be broadcast as a “Code Six Charles”, NOT a “Code Thirty-Seven.”**
- When non-sworn TCU officers receive a “Code Thirty-Seven” they shall move away from the vicinity of the vehicle and wait for sworn officers to respond to the location.
- If an individual(s) returns to the vehicle, the TCU officer shall inform responding officers and broadcast a description of the individual(s).
28. Code 100. This code shall be broadcast by officers to notify other officers that a possible escape route of a suspect from a crime scene is under temporary surveillance. The term “Code 100” shall be broadcast in the following sequence: Officer’s unit identification, “Code 100,” and the location.
29. Code Green. This call shall be broadcast by Communications when a screening station has activated the silent alarm.
- NOTE: When the screening station contacts the LAWA Police by telephone, the broadcast shall instead state the nature of the call given (i.e. “12025 Screening Station 3”).**
- a. Communications Unit Responsibilities
- Communications Units Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one foot-beat, one mobile unit and a supervisor to respond to the location Code 2.
- b. Broadcast Procedures
- The following is an example of a Code Green broadcast:
- CUP: 3F11, 3L601, 3L20, 3F11, 3L601, 3L20, Code Green, Terminal 1 Screening, Code Green, Terminal 1 Screening, incident #99-99999.
- Unit: 3F11, 3 minute ETA.
- Unit: 3L601, 1 minute ETA.
- Supv: 3L20, 2 minute ETA.

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When all dispatched units acknowledge the call, broadcast the following:

CUP: "All units, frequency is on standby for emergencies only." Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: "All units, Code 4 Terminal 1 Screening, frequency is clear."

30. Alert 1. This is a notification given by the FAA control tower via the "blue" telephone alert system to Communications concerning a possible overwater emergency. Communications personnel answering the "blue" telephone shall listen and write down the information given by tower personnel.

a. Communications Unit Responsibilities

Communications Unit Personnel (CUP) assigned to RTO Position # 2 are responsible for the receiving and broadcasting of Alert 1 calls through completion of the incident. The Multi-Select for all 4 LAWA frequencies shall be activated, and the Alert 3 button depressed for approximately 4 seconds. CUP shall dispatch a mobile unit (3L202 on north-side, 3L404 on the south-side), a supervisor and Operations 44 Code 2, and broadcast all the information received from the Tower, including:

- Aircraft identification and type
- Nature of emergency
- Fuel remaining in pounds or gallons
- Number of persons on board
- Estimated time of arrival and runway assignment
- Type, amount and location of dangerous cargo/goods aboard.

b. Watch Commander Responsibilities

The Watch Commander shall:

- Identify the on-duty Mobile Command Post drivers and have one respond to the station and stand by for possible mobilization.
- Assign an additional supervisor as a liaison to other Federal, State, or local agencies involved in the incident.

c. Broadcast Procedures

The following is an example of an Alert 1 broadcast:

CUP: All units on all frequencies stand by, Alert 1 in progress. 3L202, 3L20, OPS 44, 3L202, 3L20, OPS 44, Alert 1, landing 24L, Alert 1, landing 24L, TWA 123, DC10, hydraulic failure, 100 souls onboard, 23,000 lbs. of fuel, 10 minute ETA. 3L202, 3L20, OPS 44 respond Code 2.

Unit: 3L202, ETA 2 minutes.

Supv: 3L20, ETA 3 minutes.

OPS: OPS 44 copy.

CUP: (When all dispatched units acknowledge the call, broadcast the following) "3L202, 3L20, OPS 44, switch to frequency 2, all units frequency 2 is on standby for emergencies only." (Release the Multi-Select and activate the Channel Marker on frequency 2).

CUP: (Once OPS 44 secures the Alert and gives the N # and gate assignment, press Multi-Select and broadcast the following) "All units, Alert 1 secure, all units Alert 1 secure, frequency 2 is clear. Return radio to frequency 2."

31. Alert 2. This is a notification given by the FAA control tower via the "red" telephone alert system to Communications indicating an aircraft approaching the airport is in major difficulty. Communications personnel answering the "red" telephone shall listen and write down the information given by tower personnel.

a. Communications Unit Responsibilities

Communications Unit Personnel (CUP) assigned to RTO Position # 2 are responsible for the receiving and broadcasting of Alert 2 calls through completion of the incident. The Multi-Select for all 4 LAWA frequencies shall be activated, and the Alert 2 button depressed for approximately 4 seconds. CUP shall dispatch a mobile unit (3L202 on north side, 3L404 on the south side), a supervisor and Operations 44 Code 2, and broadcast all the information received from the Tower, including:

- Aircraft identification and type
- Nature of emergency
- Fuel remaining in pounds or gallons
- Number of persons on board
- Estimated time of arrival and runway assignment
- Type, amount and location of dangerous cargo/goods aboard

b. Broadcast Procedures

The following is an example of an Alert 2 broadcast:

CUP: All units on all frequencies stand by, Alert 2 in progress. 3L202, 3L20, OPS 44, 3L202, 3L20,

OPS 44, Alert 2, landing 24L, Alert 2, TWA 123, DC10, hydraulic failure, 23,000 lbs. of fuel, 100 souls onboard, 10 minute ETA, landing 24L. 3L202, 3L20, OPS 44 respond Code 2.

Unit: 3L202, ETA 2 minutes.

Supv: 3L20, ETA 3 minutes.

OPS: OPS 44 copy.

When all dispatched units acknowledge the call, broadcast the following:

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CUP: "3L202, 3L20, OPS 44, switch to frequency 2, all units frequency 2 is on standby for emergencies only." (Release the Multi-Select and activate the Channel Marker on frequency 2).

Once OPS 44 secures the Alert and gives the N # and gate assignment, press Multi-Select and broadcast the following:

CUP: "All units, Alert 2 secure, all units Alert 2 secure, frequency 2 is clear. Return radio to frequency 2."

32. **Alert 3.** This is a notification given by the FAA control tower via the "red" telephone alert system to Communications indicating an aircraft has been involved in an accident on or near the airport. Communications personnel answering the "red" telephone shall listen and write down the information given by tower personnel.

a. Communications Unit Responsibilities

Communications Unit Personnel (CUP) assigned to RTO Position # 2 are responsible for the receiving and broadcasting of Alert 3 calls through completion of the incident. The Multi-Select for all 4 LAWA frequencies shall be activated, and the Alert 3 button depressed for approximately 4 seconds. CUP shall dispatch a mobile unit (3L202 on north side, 3L404 on the south side) Code 3, a supervisor and Operations 44 Code 2, and broadcast all the information received from the Tower, including:

- Aircraft identification and type
- Nature of emergency
- Fuel remaining in pounds or gallons
- Number of persons on board
- Estimated time of arrival and runway assignment
- Type, amount and location of dangerous cargo/goods aboard

b. Broadcast Procedures

The following is an example of an Alert 3 broadcast:

CUP: All units on all frequencies stand by, Alert 3 in progress. 3L404, 3L40, OPS 44, 3L404, 3L40, OPS 44, Alert 3, landing 25L, Alert 3, TWA 123, DC10, hydraulic failure, 23,000 lbs. of fuel, 100 souls onboard, 10 minute ETA, landing 25L. 3L404 respond Code 3, 3L40, OPS 44 respond Code 2.

Unit: 3L404, ETA 2 minutes.

Supv: 3L40, ETA 3 minutes.

OPS: OPS 44 copy.

When all dispatched units acknowledge the call, broadcast the following:

CUP: "3L404, 3L40, OPS 44, switch to frequency 2, all units frequency 2 is on standby for emergencies only." (Release the Multi-Select and activate the Channel Marker on frequency 2).

Once OPS 44 secures the Alert and gives the N # and gate assignment, press Multi-Select and broadcast the following:

CUP: "All units, Alert 3 secure, all units Alert 3 secure, frequency 2 is clear. Return radio to frequency 2."

33. **Code Red.** This call shall be broadcast by Communications when an unauthorized person or vehicle is able to get through a security access post and enter the Air Operations Area.

a. Security Access Post Officer

The security officer assigned to the access post shall immediately activate the covert alarm and make a "Code Red" radio broadcast of the situation on the LAWA Police radio frequency (Freq. #1) to Communications Unit. The broadcast shall include:

- Location of occurrence;
- Time of occurrence;
- Description of the suspect's vehicle;
- Description of the suspect(s);
- Last known direction of travel;
- Any other pertinent information.

b. Communications Unit

The Communications Operator shall immediately:

- Broadcast Alert Tone One on all frequencies;
  - Assign two (2) mobile units, one (1) PSS supervisor and one (1) SACU supervisor to respond and investigate;
  - Broadcast the information received from the reporting officer, including all the following:
    - Location of occurrence;
    - Time of Occurrence;
    - Vehicle description (color, year, make, model, license) and any other significant information;
- Note: If no vehicle used, use suspects description instead.**
- Last known direction of travel;
  - Suspect information (race, sex, age, height, hair color and style, eye color, facial hair, type of clothing worn);
  - Any weapon(s) used or observed;
  - Any other pertinent information;
  - Contact and advise Operations 44 of the unauthorized access and request he/she respond to assist;
  - Frequency 1 shall be placed on standby, emergency traffic only, until a Code 4 is given.

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c. Broadcast Procedures

Below is an example of a Code Red broadcast which shall be simulcast on DOA frequencies 1, 2, and 4:

CUP: Broadcast Alert Tone One, "2L404, 2L505, 2L40, Ops.44 and 2P40, 2L404, 2L505, 2L40, Ops.44 and 2P40 Code Red, Post 2. Approximately 2 minutes ago a red, 1995 Chevy, Caprice, Cal. Lic. ABC123 trespassed on the AOA, last seen heading westbound on service road Charlie. Driver described as a Hispanic male, 30 years, 5'-10", brown hair (collar length), brown eyes, clean shaven, blue jacket, brown shirt, brown pants, and tennis shoes.

**Note - If any type of weapon was used or displayed, it would be described at this time along with any other pertinent information.**

Unit: 2L404, 3 minute ETA.

Unit: 2L505, 4 minute ETA.

Supv: 2L40, 4 minute ETA.

Supv: 2P40, 5 minute ETA.

When all dispatched units acknowledge the call, broadcast the following:

CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: All units, Code 4 Post 2, frequency is clear.

34. V-Net Alarm. This call shall be broadcast by Communications when screening personnel activate this alarm system at the passenger screening point.

a. Communications Unit Responsibilities

Communications Units Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one foot beat, one mobile unit and a supervisor to respond to the location Code.

b. Broadcast Procedures

The following is an example of a V-NET Alarm broadcast:

CUP: 3F71, 3L605, 3L40, 3F71, 3L605, 3L40, V-NET Alarm activation, Terminal 8 Screening, V-NET Alarm activation, Terminal 8 Screening, incident #99-99999.

Unit: 3F71, 3 minute ETA.

Unit: 3L605, 1 minute ETA.

Supv: 3L40, 2 minute ETA.

When all dispatched units acknowledge the call, broadcast the following:

CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: All units, Code 4 Terminal 8 Screening, frequency is clear.

35. 211 Silent/V-NET Alarm (Parking Lot Booth). When Communications Unit receives a covert alarm or a V-Net Alarm from a parking lot booth or the money room, the call shall be coded and broadcast as a 211 Silent.

a. Communications Unit Responsibilities

Communications Units Personnel (CUP) shall broadcast Alert Tone One for approximately 4 seconds and assign two mobile units and a supervisor to respond to the location. The primary unit shall be dispatched Code 3, the secondary unit and supervisor shall be dispatched Code 2.

b. Broadcast Procedures

The following is an example of a 211 Silent Broadcast:

CUP: Alert Tone One, "3L303, 3L601, 3L20; 3L303, 3L601, 3L20, 211 Silent, Lot C Exit Booth 97, 211 Silent, Lot C Exit Booth 97.

Unit: "3L303, ETA 3 minutes."

Unit: "3L601, ETA 5 minutes."

Supv: "3L20, ETA 5 minutes.

CUP: (When all dispatched units acknowledge the call, broadcast the following) "3L303, 3L601, and 3L20 rodder. 3L303 respond Code 3, 3L601 and 3L20 respond Code 2. All units, frequency is on standby for emergencies only, the marker will not be used."

Unit: "3L303, Code 4.

CUP: "All units, Code 4, Lot C, Booth 97. Frequency is clear."

36. Improvised Explosive Device (IED). This call shall be broadcast by Communications Unit when a call is received from screening personnel advising of possible IED.

a. Communications Unit Responsibilities

Communications Units Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one foot beat, one mobile unit and a supervisor to respond to the location Code 2.

b. Broadcast Procedures

The following is an example of a Possible IED broadcast:

CUP: 3F21, 3L303, 3L20, 3F21, 3L303, 3L20, possible IED, Terminal 2 screening, possible IED, Terminal 2 screening, incident #99-99999.

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Unit: 3F71, 3 minute ETA.

Unit: 3L605, 1 minute ETA.

Supv: 3L40, 2 minute ETA.

When all dispatched units acknowledge the call, broadcast the following:

CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: All units, Code 4 Terminal 1 Screening, frequency is clear.

37. 12020/12025. This call shall be broadcast by Communications Unit when a call is received from screening personnel advising of a possible weapon or firearm at the screening station.

**Note: A 12020 call shall be broadcast whenever a weapon other than a firearm is discovered by screening personnel.**

- a. Communications Unit Responsibilities

Communications Units Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one foot beat, one mobile unit and a supervisor to respond to the location Code 2.

- b. Broadcast Procedures

The following is an example of a 12020 or a 12025 broadcast:

CUP: 3F91, 3L601, 3L20, 3F91, 3L601, 3L20, 12020, TBIT South Screening, 12020, TBIT South Screening, incident #99-99999.

Unit: 3F91, 3 minute ETA.

Unit: 3L601, 1 minute ETA.

Supv: 3L20, 2 minute ETA.

When all dispatched units acknowledge the call, broadcast the following:

CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: All units, Code 4 TBIT South Screening, frequency is clear.

38. Explosive Trace Detection Device (ETD). This call shall be broadcast by Communications when a call is received from screening personnel advising that an Explosive Trace Detection Device alarm activated while screening a passenger's bag, and the bag's owner has left the screening area or that a possible I.E.D. has been found.

**Note: If an I.E.D. is discovered, Communications Unit Personnel shall follow dispatching procedures as outlined in Section 13/1.2.C.37.**

- a. Communications Unit Responsibilities

Communications Unit Personnel (CUP) shall first obtain a description of the bag's owner and last known direction of travel, then broadcast Alert Tone Two for approximately 4 seconds and assign one foot beat, one mobile unit and a supervisor to respond to the location Code 2.

- b. Broadcast Procedures

The following is an example of an Explosive Trace Detection Device broadcast:

CUP: 2F31, 3L701, 2L20, 2F31, 3L701, 2L20, E.T.D. alarm, 300 Screening, E.T.D. alarm, 300 Screening. Owner of the bag left 300 screening, described as a male, white, 5-9, 180, wearing blue jeans, white T-shirt, no further, last scene walking eastbound towards 200 upper level, incident #99-99999.

Unit: 2F31, 2 minute ETA.

Unit: 2F701, 1 minute ETA.

Supv: 2L20, 2 minute ETA.

When all dispatched units acknowledge the call, broadcast the following:

CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.

Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:

CUP: All units, Code 4 300 screening, frequency is clear.

39. Traffic Collision (T/C) Investigation. This call shall be broadcast by Communications when a report is received concerning a traffic collision in the Central Terminal Area or any street bordering the perimeter of the airport.

- a. Communications Unit Responsibilities

Communications Unit Personnel (CUP) shall ask the reporting party if anyone appears injured, and the number of vehicles involved.

- If injuries are reported, LAFD shall be contacted and requested to respond to the accident location. A mobile unit shall be dispatched to the location Code 2 and advised of possible injuries involved.
- If City Property is involved; the responding unit shall be notified.
- If the collision occurred on the AOA, Ops 44 shall be notified.

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- b. Broadcast Procedures
- The following is an example of a Traffic Collision (T/C) Investigation broadcast:
- CUP: 2L202, 2L202, T/C investigation, 6300 block, Imperial Highway. 2L202, respond Code 2.
- Unit: 2L202, 3 minute ETA.
- The responding unit shall ascertain the situation and advise Communications of the call status as soon as possible.
40. ACAMS Door Forced Open Alarm. This call shall be broadcast whenever an ACAMS controlled alarm door is forced open. PSS units 808 and 909 are the primary responders to these types of calls, with any available PSS unit as a secondary responder if both 808 and 909 are unavailable.
- a. Communications Unit Responsibilities
- Communications Unit Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one foot beat and one mobile unit to respond to the location Code 2. The responding mobile unit shall be directed to respond to the location from the ramp side of the Air Operations Area.
- b. Broadcast Procedures
- The following is an example of a Door Forced Open Alarm broadcast:**
- CUP: 3L808, 3L808 door forced open, door 234, near Gate 55. 3L808, respond ramp side to the location Code 2, incident #99-99999.
- Unit: 3L808 ETA 5 minutes.
- When all dispatched units acknowledge the call, broadcast the following:
- CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.
- Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:
- CUP: All units, Code 4, door 234, Code 4, door 234 frequency is clear.
41. Door Held Open Alarm. This call shall be broadcast whenever an ACAMS controlled alarm door remains open beyond the authorized time limit. PSS units 808 and 909 are the primary responders to these types of calls, with any available PSS unit as a secondary responder if both 808 and 909 are unavailable.
- a. Communications Unit Responsibilities
- Communications Unit Personnel (CUP) shall assign 808 or 909 to respond to the location of the alarm.
- b. Broadcast Procedures
- The following is an example of a Door Held Open Alarm broadcast:
- CUP: 2L909, 2L909, door held open, door 358, near Gate 37, incident #99-99999.
- Unit: 2L909, 3 minute ETA.
42. ACAMS Duress Alarm. This call shall be broadcast when a duress code is used on any ACAMS controlled door card reader by an authorized person who was forced to open a security door by an unauthorized person.
- a. Communications Unit Responsibilities
- Communications Unit Personnel (CUP) shall broadcast Alert Tone Two for approximately 4 seconds and assign one mobile unit (L202 on north side, L303 on the south side), one foot beat, a supervisor and an Operations Superintendent Code 2.
- b. Broadcast Procedures
- The following is an example of an ACAMS Duress Alarm broadcast:
- CUP: "3F41, 3L303, 3L40, Ops 44, 3F41, 3L303, 3L40, Ops 44, ACAMS duress alarm, door 458, near Gate 46A. 3L303, 3F41 and 3L40 respond Code 2, incident #99-99999.
- Unit: 3F41, ETA 3 minutes.
- Unit: 3L303, ETA 5 minutes.
- Unit: 3L40, ETA 3 minutes.
- Ops. Ops 44 responding.
- When all dispatched units acknowledge the call, broadcast the following:
- CUP: All units, frequency is on standby for emergencies only. Activate the channel marker.
- Once a Code 4 is broadcast by one of the dispatched units, deactivate the channel marker and broadcast the following:
- CUP: All units, Code 4, door 458, frequency is clear, return radio to frequency one.
43. Vehicle Stop Broadcast Procedures
- a. Whenever an officer performs a vehicle stop, the officer shall contact Communications Unit by radio and give the following information:
- Inform Communications that he/she is performing a vehicle stop;
  - The state and license plate number of the vehicle being stopped. If no license plate is visible, state "No plates."
  - Location and direction of the vehicle stop (can be the address of the building directly in front of the vehicle stop or if no address the street and nearest cross street).
- Note: Officers shall not transmit vehicle stops on their MDS.**
- b. The Communications Unit operator, upon receiving the vehicle stop broadcast, shall:
- Acknowledge receipt of the broadcast;
  - Repeat the vehicle license plate information and location of the vehicle stop.

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- c. The following is an example of a vehicle stop broadcast:
- Unit: 2L101, vehicle stop, California license number ABC123, 100 World Way westbound, lower level.
- CUP: Roger. 2L101, I show you on a vehicle stop, 100 World Way westbound, on California license number ABC123.
- Upon conclusion of the vehicle stop, the involved officer shall broadcast the following:
- Unit: 2L101, show me clear of the vehicle stop, (give the disposition of the vehicle stop, i.e. - one cite issued, warning given, etc.).
- CUP: 2L101 show you clear. Your event number is 00-00000.

**Note: Officers shall not clear a vehicle stop on their Mobile Dispatch System (MDS).**

44. Pedestrian Stop Broadcast Procedures
- a. Whenever an officer performs a pedestrian stop, the officer shall contact Communications Unit by radio and give the following information:
- Inform Communications that he/she is performing a Ped (pedestrian) stop;
  - Give the number of individuals being stopped;
  - Location of the stop (can be the address of the building directly in front of the pedestrian stop or if no address the street and nearest cross street).
- Note: Officers shall not transmit pedestrian stops on their MDS.**
- b. The Communications Unit operator, upon receiving the pedestrian stop broadcast, shall:
- Acknowledge receipt of the broadcast;
  - Repeat the number of individuals being stopped and location of the pedestrian stop.
- c. The following is an example of a pedestrian stop broadcast:
- Unit: 1F31, Ped stop on one subject, 300 World Way, TWA Ticketing, Position 2.
- CUP: Roger. 1F31, I show you on a ped stop, one subject, 300 World Way, TWA Ticketing, Position 2.
- Upon conclusion of the pedestrian stop, the involved officer shall broadcast the following:
- Unit: 1F31, show me clear of the ped stop, (give the disposition of the ped stop, i.e. - F.I.'ed and advised, etc.).
- CUP: 1F31, show you clear. Your event number is 00-00000.

**Note: Officers shall not clear a pedestrian stop on their MDS.**

45. Initial Crime Broadcasts
- a. Policy
- To enhance suspect apprehension, LAWA Police officers shall transmit an initial crime broadcast whenever suspect information is received during the preliminary investigation of a crime. Time between actual occurrence of the crime and the officer's arrival to interview the victim shall be taken into consideration prior to the crime broadcast. The initial crime broadcast shall be transmitted prior to the completion of any crime report.
- Supplemental crime broadcasts shall be transmitted upon receiving additional suspect information.
- b. Procedure
- (1) Initial Crime Broadcast
- Officers initiating a crime broadcast shall:
- (a) Contact Communications and request a clear frequency for a crime broadcast;
- (b) Wait for Communications to clear the frequency, and request the officer to go ahead with the crime broadcast transmission; and,
- (c) The following information shall be transmitted to Communications without delay:
- Type of crime;
  - Occurred \_\_\_\_\_ minutes ago;
  - Location of occurrence;
  - Vehicle used (or left on foot);
  - Direction taken by suspect;
  - Number, sex and race of suspect(s);
  - Outstanding features (facial hair, skin tone, and physical build);
  - Clothing worn (type, color, if known);
  - Weapon(s) used; and,
  - Type of property taken.
- (d) Communications shall then rebroadcast the information on all frequencies utilizing the same format listed above. Frequency and duration of re-broadcasts shall be determined by the On-Duty Watch Commander.
- (2) Supplemental Broadcasts
- Following the initial crime broadcast, any supplemental information obtained from the victim(s) or witness (es) shall be relayed to Communications, including:
- (a) A detailed description of the suspect(s) involved;
- (b) Property taken; and,
- (c) Any other pertinent information.

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Communications shall then rebroadcast the information on all frequencies. Frequency and duration of re-broadcasts shall be determined by the On-Duty Watch Commander.

46. Medical Emergency Broadcast Procedures

a. Whenever an LAWA Police employee observes or is informed of a possible medical emergency, the employee shall:

- (1) Attempt to locate the individual;
- (2) When located, attempt to ascertain:
  - (a) The type, location and severity of the injury;
  - (b) The person's age;
  - (c) If the person is conscious or unconscious;
  - (d) If the person is breathing.
- (3) Request an RA respond to the location, and give the preceding information to Communications.

**Note: If the employee begins to administer CPR to the person, Communications shall immediately be notified.**

b. The Communications Unit Operator, upon receiving the medical emergency broadcast shall:

- (1) Acknowledge receipt of the broadcast;
- (2) Contact LAFD Dispatch and repeat the person's information to LAFD's dispatcher.
- (3) If the involved employee is a civilian employee, an LAWA Police officer shall be dispatched to the location to complete a Rescue Follow-up Report.

c. The following is an example of a medical emergency broadcast:

Unit: 1F11, I have a man down at 100 World Way, Northwest Ticketing, Position 3. He is breathing, unconscious, appears to be approximately 50 years, and has no visible signs of injury. Requesting an RA unit to this location.

CUP: Roger, 1F11, I show you on a man down, 100 World Way, Northwest Ticketing, Position 3.

At the conclusion of the incident, the involved officer shall broadcast the following:

Unit: 1F11, show me clear of the call (Give the disposition of the call, i.e. - subject transported, subject told to consult private physician, etc.), report to follow.

CUP: Roger 1F11, show you clear. Your event number is 00-00000.

47. Amber Alerts

a. Procedures

- (1) Child Abduction Investigation
  - (a) Whenever a LAWA Police officer becomes aware of a child abduction, and determines that the abduction meets the Amber Alert criteria, the officer shall:

- Contact the Watch Commander or designee;
  - Request a clear frequency and issue a "Missing Person" broadcast;
  - Request LAPD respond to the location for reporting purposes.
- (b) LAPD shall be responsible for completion of the Missing Person Report and issuance of the Amber Alert.
- (c) Communications Unit shall continue to broadcast the missing person information every thirty- (30) minutes until the person is located or the alert is cancelled.
- (2) Amber Alert Notification
- (a) Communications Unit - Responsibility
- Upon receipt of an Amber Alert notification, Communication Unit personnel shall broadcast the information to all LAWA Police personnel.
- (b) Broadcast Procedures
- When Communications Unit receives an Amber Alert notification, Communications Unit shall:
- \* Immediately Broadcast Alert Tone 1.
  - \* Broadcast on Frequencies 1 and 2, "All units stand by for Amber Alert," then broadcast the Amber Alert information.
  - \* Continue to broadcast the Amber Alert information every thirty- (30) minutes until the alert is cancelled.

48. Code George

Whenever an NCIC response to a Code 10 returns with gang affiliation information, Communications Unit shall broadcast "Code George on your subject" to inform the requesting officer that his/her subject may be a member of a criminal gang.

This information is being provided for officer safety only and **shall not** be used as probable cause or the basis for an arrest, or search and seizure of any individual, vehicle or dwelling.

Any officer requiring further information may run a report on the MDC or request Communications to have the report printed at the station for pickup.

49. Code Sam

This call shall be broadcast whenever a vehicle fails to stop at an Operation Safe Entry vehicle checkpoint.

<b>Call/Description:</b>		
<b>Code Blue (AED Cabinet Activation)</b>		
This call is generated whenever an AED (Automated External Defibrillator) cabinet is activated.		
<b>Alert Tone</b>	<b>Number of Officers/Supervisors to Dispatch</b>	<b>Channel Marker?</b>
No	1 Foot beat unit	No
<b>Broadcast Exemplar</b>		
CIR: 3F93, 3F93, Code Blue, 380 lower level men's restroom AED cabinet TA-3, no answer on the line incident 08-098823.		
Unit: 3F93, roger.		

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<b>Notifications</b>	
LAFD Dispatch	(213) 485-6180 (for emergencies only)
LAFD EMS 4	(310) 665-0399 (to replace or service AED cabinet)
LAWA AED Duty Mgr	(aed@lawa.org)
<b>Related Calls or additional information</b>	
- If there is no one on the line, enter "no answer on the line" into the supplement of the incident and advise the officer.	
- If there is someone on the line, ask what is your emergency and where is the patient. Inquire if the victim is requesting paramedics. Enter all information into the supplement of the call.	
- You may add RFU (rescue follow up) or INJRPT (injury report) as the secondary event class <u>if it applies</u> .	
- Refer to the AED Cabinet Location List for a list of all AED cabinets in each terminal it includes the exact location and the corresponding phone number.	
-See Directive #04-32 for further information on how to operate an AED.	

- E. Miscellaneous Codes
- 1. **Bravo Tango.** Designation for a possible Bomb Threat call.
- 2. **Hotel Juliet.** Designation for a possible Hijack of aircraft call.
- 3. **I.E.D.** Designation for Improvised Explosive Device.
- 4. **D.U.I.** Designation for Driving Under the Influence.
- 5. **King Units.** Designation for L.A.P.D. Bomb Squad.
- 6. **211.** Robbery.
- 7. **314.** Indecent exposure.
- 8. **390M.** Drunk male.
- 9. **390W.** Drunk female.
- 10. **415.** Disturbing the peace.
- 11. **459.** Burglary.
- 12. **484.** Theft.
- 13. **484PS.** Purse Snatching.
- 14. **487.** Grand Theft.
- 15. **586.** Illegally parked vehicle.
- 16. **5150.** Designation for possible mentally disturbed person.
- 17. **Roger.** Message received; will comply.
- 18. **Come In.** Acknowledge that Communications is calling you.
- 19. **Stand By.** Do not transmit.
- 20. **Go Ahead.** Transmit your message.
- 21. **Say Again.** Repeat your message.
- 22. **Clear.** No calls outstanding against unit; available for call.

**Note: When reporting on-duty, officers engaged in either uniformed or plainclothes patrol shall report "Clear" and indicate the watch to which they are assigned.**

- 23. **Want/Warrant Check.** A request by an officer for information as to whether a subject or vehicle is wanted, is to be held for investigation, or has an outstanding warrant.

**Note: When requesting a want/warrant check on a subject, officers shall inform Communications whether the subject is an adult or juvenile.**

- 24. **No Want.** No want or hold on subject of vehicle of inquiry.
- 25. **DMV Information.** Information regarding vehicle registration and legal ownership.
- 26. **EOW.** Officer has completed a normal tour of duty.

**Note: When an officer works beyond normal tour of duty, Communication shall be notified that the officer is**

**"End of Watch" and the watch the officer is assigned to.**

- 27. **Affirmative.** When an officer confirms the contents of a radio transmission.
- 28. **Negative.** When an officer does not confirm receiving a radio transmission.
- F. Call Sign Designations

**LAWA/LAX**

- 1. Command Staff Unit Designations

The Chief of Airport Police, the Deputy Chief and the Assistant Chiefs shall be identified by the word "Staff" followed by their Staff number for broadcasting purposes. When utilizing the CAD system Staff personnel shall log onto the system using their respective Staff designation number, the unit designation STAFF and repeat their respective Staff designation number.

Commanding officer units shall be identified by the word "Commander " followed by the number of their respective Section for broadcasting purposes. When utilizing the CAD system Command staff personnel shall log onto the system using their respective Section designation number, the unit designation COMM and repeat their respective Section designation number.

<u>CALL SIGN</u>	<u>CAD SYSTEM</u>	<u>COMMAND STAFF MEMBER</u>
STAFF 1	1 STAFF 1	Chief of Airport Police
STAFF 2	2 STAFF 2	Deputy Chief of Airport Police
STAFF 3	3 STAFF 3	Assistant Chief, Office of Operations
STAFF 4	4 STAFF 4	Assistant Chief, Office of Homeland Security

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<b>COMMANDER 2</b>	<b>2 COMM 2</b>	<b>Commanding Officer, Professional Standards Section</b>	<b>103 - 104</b>	<b>North Side Terminal Ramp Patrol</b>
			<b>206</b>	<b>Airfield Unit / Area Two Street Side Patrol</b>
			<b>207 - 208</b>	<b>CTA / Area Two Street Side Patrol</b>
<b>COMMANDER 3</b>	<b>3 COMM 3</b>	<b>Commanding Officer, Patrol Services Section</b>	<b>309 - 312</b>	<b>Area Three Cargo Facilities / Surface Street Patrol</b>
			<b>313 - 314</b>	<b>South Side Terminal Ramp Patrol</b>
<b>COMMANDER 4</b>	<b>4 COMM 4</b>	<b>Commanding Officer, Field Support Section</b>		Example: A one officer basic car assigned to North Side Terminal Ramp Patrol on PM watch would be designated "3 L-103".
<b>COMMANDER 5</b>	<b>5 COMM 5</b>	<b>Commanding Officer, Traffic and Security Services Section</b>		b. <u>Foot Beat Designations</u> - Foot patrols shall be identified by the watch designation number, the unit letter "F" and a unit number corresponding to one of the numbered terminals in their assigned area, with the exception of 380 World Way.
<b>COMMANDER 6</b>	<b>6 COMM 6</b>	<b>Commanding Officer, LAWA-VNY LAWA-PMD</b>		
<b>COMMANDER 7</b>	<b>7 COMM 7</b>	<b>Commanding Officer, LAWA-ONT</b>		

2. Watch Designation Numbers  
 1 = AM                      2 = Day                      3 = PM

3. Unit Identification Letters  
 The following letters indicate the type of unit officers may be assigned to work:

- A** Two Officer mobile patrol unit<sup>1</sup>
- BIKE** Officer assigned to the Bicycle Patrol Unit
- C** Security Officer assigned to Traffic Control Unit (TCU)
- Canine** Officer assigned to the Canine Unit
- D** Officer assigned to Ground Transportation Enforcement Unit
- E** Officer assigned to VNET, CSI, CSU, Emergency Planning and Coordination Unit or the Emergency Planning Cadre
- F** Officer assigned to Uniformed foot-beat patrol
- G** Officer assigned to Investigations Unit
- H** Officer assigned to Dignitary Protection Unit
- I** Officer assigned to Intelligence Unit
- L** One officer mobile patrol unit
- M** Officer assigned to Motors Unit
- Movie** Officer assigned to a Movie Detail
- O** Officer assigned to the Operations Center
- O.P.** Observation post assignment
- P** Security Access Control Unit (SACU) Supervisor
- POST** SACU Security Officer assigned to a Security Access Post
- Q** Officer assigned to a special event
- R** Officer assigned to Manchester/Belford Substation
- S** Sworn officer assigned to staff duties (i.e. - Training Unit, Range, Investigations and Selection Unit or Emergency Services Unit, etc.)
- T** Sworn officer assigned to traffic enforcement
- U** Sworn officer assigned to a reporting unit
- W** Officer assigned to Detective Liaison Detail
- X** Additional patrol unit in an assignment district
- Y** Officer assigned to Vulnerability Assessment and Analysis Unit
- Z** Officer assigned to a special problems detail

- F11-14** Foot beats assigned to 100 World Way
- F21-24** Foot beats assigned to 200 World Way
- F31-34** Foot beats assigned to 300 World Way
- F41-44** Foot beats assigned to 400 World Way
- F51-54** Foot beats assigned to 500 World Way
- F61-64** Foot beats assigned to 600 World Way
- F71-74** Foot beats assigned to 700/800 World Way
- F91-94** Foot beats assigned to 380 World Way

Example: A foot beat officer assigned to 400 World Way on the AM watch would be designated "1 -F-41".

c. Sworn Traffic Unit Designations - Sworn traffic officers shall be identified by the watch designation number, the unit letter "T" and unit numbers corresponding to one of the numbered terminals in their assigned area, with the exception of 380 World Way.

- T15-19** Traffic units assigned to 100 World Way
- T25-29** Traffic units assigned to 200 World Way
- T35-39** Traffic units assigned to 300 World Way
- T45-49** Traffic units assigned to 400 World Way
- T55-59** Traffic units assigned to 500 World Way
- T65-69** Traffic units assigned to 600 World Way
- T75-79** Traffic units assigned to 700 World Way
- T95-99** Traffic units assigned to 380 World Way

Example: A Sworn officer working traffic at 700 World Way on Day Watch would be designated "2-T-71".

d. Traffic Control Unit Designations –Traffic Control Unit Officers shall be identified by the watch designation number, the unit letter "C" and unit numbers corresponding to one of the numbered terminals in their assigned area, with the exception of 380 World Way.

- C111 - 119** TCU assigned to 100 World Way
- C121 - 129** TCU assigned to 200 World Way
- C131 - 139** TCU assigned to 300 World Way
- C191 - 199** TCU assigned to 380 World Way
- C141 - 149** TCU assigned to 400 World Way
- C151 - 159** TCU assigned to 500 World Way
- C161 - 169** TCU assigned to 600 World Way
- C171 - 179** TCU assigned to 700 World Way

4. Field Unit Designations

a. Patrol Unit Designations - Patrol units shall be identified by the watch designation number, applicable unit letter, and a unit number corresponding to their assigned areas.

Example: A Traffic Control Unit officer working traffic at 100 World Way on the PM Watch would be designated "3-C-111."

5. Specialized Unit Designations

Specialized units shall be identified by the Section designation number, unit letter and unit numbers.

**101 - 102 Area One Street side Patrol Unit**

<sup>1</sup> Officers assigned to the Field Training Program shall be designated as L-units. On the Daily Deployment Sheet, the Officer-In-Training (OIT) will be preceded by "OIT," indicating that the L-unit is a training unit, not a two-officer mobile unit.

Unit numbers for specialized units shall normally be two digits. The first digit of the unit designation number shall denote the Unit of assignment.

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	<p><b>Example:</b> A VNET Unit officer would be designated "3E-73". Where the "3" denotes Patrol Services Section, the "E" denotes the VNET Unit and the "73" denotes the officer's unit number.</p>	4D70, 4D80	<p><b>Enforcement Unit</b>  <b>Supervisor, Ground Transportation Enforcement Unit</b></p>
6.	<p>Staff Assignments</p> <p>Sworn officers assigned to non-uniformed staff assignments shall have the following call sign designations:</p>	4M20, 4M30 4S20 5S10	<p><b>Supervisor, Motors Unit</b>  <b>Supervisor, Critical Projects Unit</b>  <b>Assistant Commander, Traffic Services Section</b></p>
2G11-19	<p><b>Investigations and Selection Unit (including Internal Affairs Unit and Background Investigations Unit)</b></p>	5C10 C120-C180 6P10 6P20- 6P70 6S10	<p><b>Unit Head, Traffic Control Unit</b>  <b>Supervisor, Traffic Control Unit</b>  <b>Unit Head, Security Access Control Unit</b>  <b>Supervisor, Security Access Control Unit</b>  <b>Assistant Commander, Security Services Section</b></p>
2S11-19	<p><b>Professional Standards Section (excluding Investigations and Selection Unit)</b></p>	7Canine10 7Canine20,30 7E10	<p><b>Unit Head, Canine Task Force</b>  <b>Supervisor, Canine Unit</b>  <b>Unit Head, Critical Infrastructure Protection Unit</b></p>
7.	<p>Supervisory Units</p>	7E20 7H20 7S10 7S40,50 7Y20	<p><b>Supervisor, Emergency Planning Cadre</b>  <b>Supervisor, Dignitary Protection Unit</b>  <b>Unit Head, Emergency Services Unit</b>  <b>Supervisor, Emergency Services Unit</b>  <b>Supervisor, Vulnerability Assessment and Analysis Unit</b></p>
a.	<p><u>Watch Commanders</u> - Watch Commanders shall be identified by the watch designation number, the unit letter "L", and the unit number "10."</p>	8.	<p>Airport Police Station Front Desk</p> <p>Officers assigned to the Station's front desk shall use the call sign designation L-90."</p>
b.	<p><u>Watch Supervisors</u> - Watch supervisors shall be identified by the watch designation number, the unit letter "L", and a three digit number ending in "zero" indicating which patrol area the supervisor is responsible for.</p>	9.	<p>Traffic Operations Center</p> <p>Personnel assigned to the Traffic Operations Center shall use the call sign designation "5C-90."</p>
<p><b>L120 and L130 - Area One Sergeants</b>  <b>L240 and L250 - Area Two Sergeants</b>  <b>L360 and L370 - Area Three Sergeants</b></p>	<p><u>Specialized Unit Supervisors</u> - Supervisors, assigned to a specialized section or unit shall be identified by the Section designation number, unit letter and a unit number ending in "zero," exclusive of the numbers "10" and "90."</p>	10.	<p>Multi-Agency Radio Transmissions</p> <p>Whenever Airport Police personnel, during a multi-agency operation, uses a common frequency for radio transmissions (i.e. - LAPD frequency, Southbay frequency), the broadcasting officer shall identify himself/herself as Airport Police, then use his/her designated call sign (Example: 1L202 becomes Airport Police 1L202).</p>
d.	<p><u>Unit Heads and Administrative Staff personnel</u> - Unit Heads (sworn and civilian) and Administrative staff shall be identified by the Section designation number, unit letter and unit number "10."</p>	11.	<p>Mobile Command Post Call Signs</p> <p>Whenever the Mobile Command Post is activated, personnel, either sworn or civilian, assigned to coordinate radio communication from the mobile command post shall use call signs beginning with CP (i.e. - CP1, CP2, etc.).</p>
<p>Below is a list of the Unit Heads, Administrative Staff, and Specialized Unit Supervisor call signs:</p>	<p><b>1S20</b>            <b>Adjutant, Office of the Chief of Airport Police/ Public Information Officer</b></p> <p><b>2S10</b>            <b>Unit Head, Training Unit</b></p> <p><b>2S20</b>            <b>Supervisor, Training Unit</b></p> <p><b>2S30</b>            <b>Supervisor, Manuals and Orders Unit</b></p> <p><b>2S40</b>            <b>Supervisor, Force Unit</b></p> <p><b>2G10</b>            <b>Unit Head, Investigations and Selection Unit</b></p> <p><b>2G20</b>            <b>Supervisor, Investigations and Selection Unit</b></p> <p><b>3O10</b>            <b>O.I.C., Operations Center</b></p> <p><b>3O20</b>            <b>Supervisor, Operations Center</b></p> <p><b>3R10</b>            <b>O.I.C./Community Liaison Officer, Manchester/Belford Substation</b></p> <p><b>3R20</b>            <b>Supervisor, Manchester/Belford Substation</b></p> <p><b>3S10</b>            <b>Assistant Commander, Patrol Services Section</b></p> <p><b>3S20</b>            <b>Adjutant, Patrol Services Section</b></p> <p><b>3S30</b>            <b>Adjutant, Deputy Chief</b></p> <p><b>3S40</b>            <b>Field Training Program Administrator</b></p> <p><b>3E20</b>            <b>Supervisor, Crime Suppression Unit</b></p> <p><b>3E30</b>            <b>Supervisor, Crime Scene Investigation Unit</b></p> <p><b>3BIKE20</b>       <b>Supervisor, Bicycle Patrol Unit</b></p> <p><b>3E70</b>            <b>Supervisor, VNET Unit</b></p> <p><b>4D10</b>            <b>Unit Head, Ground Transportation</b></p>	12.	<p>Communications Unit Operator Numbers</p> <p>Communications Unit Operators shall be issued a three-digit operator number beginning with the number one (1).</p> <p><b>Example: Operator 101</b></p> <p>Communications Unit Supervisors shall be issued a three-digit operator number ending with the number zero (0).</p> <p><b>Example: Operator 150.</b></p>
13.		LAX1 CRASH BATTALION ENGINE RESCUE KING	<p><b>Airport Manager</b>  <b>Aircraft Rescue Fire fighting Unit</b>  <b>Fire Battalion Chief</b>  <b>Fire Engine Company</b>  <b>Fire Rescue Ambulance</b>  <b>LAPD Bomb Squad</b></p>

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**MAINTENANCE**      Airport Maintenance Unit  
**Tow 1, Tow 2**      Contract Tow Trucks  
**OPERATIONS**      Airport Operations Unit  
**FBI - 1, FBI - 2**      Airport Resident FBI Agents  
**WILDLIFE - 1**      United States Department of Agriculture  
**Medic 1, Medic 2**      Reliance Hospital First Aid

**F21 – 22** Foot Beats assigned to Terminal 2  
**F41 – 42** Foot Beats assigned to Terminal 4

**Example: A foot beat officer assigned to Terminal 2 on Day watch would be designated "1F21".**

**LAWA/ONT**

A. Administrative Unit Call Signs

**Commander 7**      **Commanding Officer, LAWA/ONT Police Services**  
**Commander 7-A**      **Assistant Commanding Officer**  
**Chief 1**              **Chief, LAWA/ONT Fire Services**

3. TCU Designations – TCU Officers shall be identified by the watch designation number, the unit letter "CT" and unit numbers corresponding to one of the numbered terminals in their assigned area.

**CT25 - 26**Traffic units assigned to Terminal 2  
**CT45 - 46**Traffic units assigned to Terminal 4

**Example: A TCU officer assigned to Terminal 4 on PM watch would be designated as "3CT45."**

B. Watch Designation Numbers

1 = Day                  2 = PM                  3 = AM

E. Supervisory Units

C. Unit Identification Letters

The following letters indicate the type of unit officers may be assigned to work:

1. Watch Commanders - Watch Commanders shall be identified by the watch designation number, the unit letter "L", and the unit number 10 .

**A**                      **Two Officer mobile patrol unit**  
**C**                      **Non-Sworn Security Officer assigned to Traffic**  
**DP**                    **Communications Unit Dispatch Personnel**  
**DS**                    **Communications Unit Dispatch Supervisor**  
**Canine**              **Officer assigned to Canine Unit**  
**F**                      **Officer assigned to Uniformed foot-beat patrol**  
**L**                      **One officer mobile patrol unit**  
**Movie**                **Officer assigned to a Movie Detail**  
**POST**                **Non-Sworn Security Officer assigned to a Security Access Post**  
**W**                      **Officer assigned to plainclothes Narcotics Task Force**  
**X**                      **Additional patrol unit assigned to a special detail**  
**Y**                      **Officer assigned to Vulnerability Assessment and Analysis Unit**

2. Watch Supervisors - Watch supervisors shall be identified by the watch designation number, the unit letter "L", and a two digit number ending in "zero" indicating which patrol area the supervisor is responsible for.

**Example: A watch supervisor assigned to AM watch would have the call sign "3L20."**

3. Security Supervisors - Security Access Control Unit Supervisors shall be identified by the watch designation number, the unit letter "P", and a two digit number ending in "zero" indicating which Posts the supervisor is responsible for.

4. Specialized Unit Supervisors - Supervisors assigned to a specialized unit shall be identified by the unit letter and assigned unit number.

Below is a list of the Specialized Unit Supervisor call signs:

D. Field Unit Designations

**Canine20,30**      **Supervisor, Canine Unit**  
**W20**                **Supervisor, Narcotics Task Force**  
**Y20**                **Supervisor, Vulnerability Assessment and Analysis**  
**Unit**

1. Patrol Unit Designations - Patrol units shall be identified by the watch designation number, unit identification letter, and unit number corresponding to their assigned areas.

F. Communications Unit Dispatch Personnel Numbers

**51**                    **CTA, parking lots, FIS, north perimeter, former Lockheed facility**  
**52**                    **North perimeter and north section of west and east perimeters, north section of airfield**  
**53**                    **South perimeter and south section, west and east perimeters, south section of AOA; including southside Fixed Based Operators, Field Maintenance, FedEx, UPS, FAA facilities and GE facilities.**  
**54**                    **Additional coverage for entire airport, including commercial enforcement and other duties as required.**  
**55**                    **Extra patrol unit, when available**  
**56**                    **Extra patrol unit, when available**

1. Communications Unit Dispatch Personnel shall be identified by the watch designation number, the unit letters "DP," the, and a unit number corresponding to the duties of their assignment.

**1**                    **Police Dispatcher**  
**2**                    **Fire Dispatcher**  
**3**                    **Security Station Dispatcher**  
**4**                    **Call Taker**

**Example: A Communications Unit Dispatch Personnel assigned as the Police Dispatcher on Day Watch would be designated "1DP1."**

**Example: A one officer basic car assigned to North perimeter patrol on PM watch would be designated "2L52".**

2. Communications Unit Dispatch Supervisors shall be identified by the watch designation number, the unit letters "DS," and the unit number 1 or 2.

**Example: A Communications Unit Dispatch Supervisor assigned as the Police Dispatch Supervisor on Day Watch would be designated "1DS1."**

2. Foot Beat Designations - Foot patrols shall be identified by the watch designation number, the unit letter "F," and a unit number corresponding to the numbered terminal in their assigned area.

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G. LAWA /ONT Communication Dispatch Center

The call sign for the Communications Dispatch Center is "Control."

by the applicable unit letter and unit number.

**Note: Due to the unique patrol area at LAWA/PMD, there are no designated patrol areas.**

**LAWA/VNY**

A. Administrative Unit Call Signs

**L-1 and L-2 AM Watch Patrol**  
**L-3, L-4, L-5, L-6 Day and Mid-Day Watch Patrol**  
**L-7, L-8, L-9, L-11 Mid-PM Watch**

**Commander 6 LAWA-VNY Commanding Officer**

Watch Supervisors - Watch supervisors shall be identified by the watch designation number, the unit letter "L", and a two digit number ending in "zero."

B. Watch Designation Numbers

1 = Day                      2 = PM                      3 = AM

F. Assignment of Call Sign Designations

C. Unit Identification Letters

The following letters indicate the type of unit officers may be assigned to work:

Whenever a specialized unit is formed by the LAWA Police, or a new management position is approved, the affected Commanding Officer or designee shall:

**A Two Officer mobile patrol unit**  
**L One officer mobile patrol unit**

1. Contact the Principal Communications Operator and inform him/her of the new unit/ position and the need for a new call sign designation(s).

D. Field Unit Designations

Patrol Unit Designations - Patrol units shall be identified by the Watch designation number, applicable unit letter, and a unit number corresponding to their assigned areas.

2. Contact Manuals and OrdersUnit and inform the unit of the new unit/position and the duties and responsibilities of the new unit/position. If needed, the new unit will be included in the LAWA Police Manual.

**L - 4 South half of Airport**  
**L - 5 North half of Airport**  
**L - 6 AOA Field Unit**  
**L - 7 Rover Unit**

3. Representatives from Communications Unit and Manuals and OrdersUnit will analyze the new position or unit and propose a call sign designation(s) for the new position or unit supervisor and members based on criteria outlined in Section 13/1.2.E. A memo shall be forwarded to the Communications Unit Manager with the proposed call sign designation(s). A copy of the memo shall be forwarded to the affected Commanding Officer.

**Note: Whenever two units are combined, the designation will change from Lincoln to Adam.**

**Example: A one officer basic car assigned to AM watch as a Rover Unit would be designated "3L7."**

4. Upon approval of the affected Commanding Officer, the memo shall be forwarded to the Commanding Officer, Patrol Services Section.

E. Supervisory Units

Watch Commanders - Watch Commanders shall be identified by the watch designation number, the unit letter "L", and the unit number "10."

5. The Commanding Officer, Patrol Services Section, shall present the proposed call sign designations to the Command Staff for comment and approval.

Watch Supervisors - Watch supervisors shall be identified by the watch designation number, the unit letter "L", and a two digit number ending in "zero" indicating which patrol area the supervisor is responsible for.

6. Upon approval, a memo shall be issued from the Office of the Chief of Airport Police listing the approved call sign designations.

**LAWA/PMD**

a. Administrative Unit Call Signs

7. If a new position/unit is formed at LAWA/ONT, the Commanding Officer, Ontario Airport Police Services shall be responsible for assigning call sign designations.

**Commander 8 LAWA/VNY Commanding Officer**

8. If a new position/unit is formed at LAWA/VNY or LAWA/PMD, the Commanding Officer, LAWA/VNY, shall be responsible for assigning call sign designations.

b. Watch Designation Numbers

1 = Day                      2 = PM                      3 =AM

c. Unit Identification Letters

The following letters indicate the type of unit officers may be assigned to work:

**A Two Officer mobile patrol unit**  
**L One officer mobile patrol unit**

d. Field Unit Designations

Patrol Unit Designations - Patrol units shall be identified

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<p style="text-align: center;"><b>13/2 Radio Message Priority</b></p> <p><b>13/2.1 Radio Broadcasts - Procedures</b></p> <p>A. Emergency Broadcasts</p> <p>These broadcasts have priority over all other messages because they contain requests for "Help," information regarding "Pursuits," and "Code Three" response calls.</p> <p>1. Any call may justify an emergency broadcast if any of the following elements are present:</p> <p>a. A serious public hazard exists;</p> <p>b. A preservation of life condition;</p> <p>c. A violent crime is "In Progress";</p> <p>d. The prevention of a crime of violence may be possible;</p> <p>e. An immediate pursuit; or,</p> <p>f. An officer requests another unit "Code Three."</p> <p>2. Alert Tones</p> <p>Three distinct alert tones shall be used for various emergency broadcasts:</p> <p>a. Alert Tone 1 - <u>Steady Tone</u>. Used for:</p> <ul style="list-style-type: none"><li>• Crimes in progress/just occurred;</li><li>• Crime broadcasts.</li></ul> <p>b. Alert Tone 2 - <u>Hi-low Tone</u>. Used for:</p> <ul style="list-style-type: none"><li>• Code Green/VNET alarms;</li><li>• 12025/12020 calls;</li><li>• Alert 2;</li><li>• Officer requesting assistance/backup;</li><li>• Code Red.</li></ul> <p>c. Alert Tone 3 - <u>Broken Tone</u>. Used for:</p> <ul style="list-style-type: none"><li>• Initial foot or vehicular pursuit broadcast;</li><li>• Alert 3 and Alert 1;</li><li>• Officer requesting help.</li></ul> <p>d. A single "marker tone" shall be automatically transmitted every ten seconds for incidents classified under Alert Tone 2 and 3. During this period, routine messages such as requests for Code 7/15/10 shall not be transmitted. Only emergency messages shall be broadcast during the "marker tone." When the emergency or alert is secure, the marker tone shall cease and the frequency cleared for normal radio transmissions.</p> <p>e. Simulcast Broadcasts</p> <p>(1) Communications operators shall simulcast the initial broadcast and all following broadcasts on all four LAWA frequencies (Frequencies 1, 2, 3 and 4) for the below listed incidents/events;</p>	<p>(a) Alert 2;</p> <p>(b) Alert 3;</p> <p>(c) Code 3 escorts onto the AOA;</p> <p>(d) Bravo Tangos;</p> <p>(e) Code Red;</p> <p>(2) Communications operators shall simulcast the initial broadcast and all following broadcasts on LAWA frequencies 1, 2 and 4 for the below listed incidents/events:</p> <p>(a) Officer needs help;</p> <p>(b) Officer requesting assistance;</p> <p>(c) Officer requesting backup involving a weapon;</p> <p>(d) Foot and vehicular pursuits;</p> <p>(e) Any felony in progress or occurring within the last 15 minutes;</p> <p>(f) Crime broadcasts;</p> <p>(3) Communications operators shall simulcast the initial broadcast and all following broadcasts on LAWA frequencies 1 and 2 for the below listed incidents/events;</p> <p>(a) Any felony occurring between 15-30 minutes ago;</p> <p>(b) Any felony occurring between 15-30 minutes ago;</p> <p>(c) Any calls for service involving a weapon. This would include 12020/12025 calls, Code Greens, and V-Net alarms;</p> <p>(d) Any calls dispatched "Code 2";</p> <p>(e) All non-emergency Fire Department escort calls;</p> <p>(f) All Code 5's.</p> <p>B. Informational Broadcasts</p> <p>These broadcasts have priority over "Routine" radio messages and consist of:</p> <p>1. Immediate broadcasts of descriptions of suspects and/or vehicles involved in crimes;</p> <p>2. Reporting fires;</p> <p>3. Requesting paramedics;</p> <p>4. Any other message requiring immediate attention;</p> <p>5. Upon receiving information involving a crime, suspect information, or event which may affect the normal operation of LAX, Communications shall immediately:</p> <ul style="list-style-type: none"><li>• Activate the alert tone;</li><li>• Request "All units on all frequencies stand by"; and,</li><li>• Broadcast the information.</li></ul> <p>C. Routine Broadcasts</p> <p>Officers with routine broadcasts may transmit when the frequency is available.</p>
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- D. Clear Frequency Procedure
- Before transmitting a lengthy broadcast, officers shall:
1. Contact Communications;
  2. Request a clear frequency, and state the reason for the request;
- Exception: When an officer desires a clear frequency to check a suspect for wants and/or warrants, he shall request a "Code Ten."**
3. Communications shall advise all other units on frequency to "Stand By" and instruct the officer to "Go Ahead." Upon completion of the message, Communications shall announce to all units that the frequency is clear. Units advised to "Stand By" shall not attempt to transmit unless their message is of higher priority than the message being transmitted.
- Note: A clear frequency shall not be requested in order to obtain a "Want" or a "DMV" on a vehicle.**
- E. Availability While on Non-Priority Calls
- Officers assigned non-priority calls or on "Code Six" status, shall remain available for reassignment to priority calls by monitoring their radio handsets.
1. Officers reassigned to a priority call shall be responsible for the completion of their non-priority call(s). Officers shall explain their change in status to the reporting person. Communications shall be notified when officers resume their non-priority call(s). Officers unable to resume non-priority call(s) shall notify Communications.
  2. If officers assigned to a non-priority call determine additional circumstances exist which preclude their reassignment to a priority call, they shall broadcast a "Code Six" indicating the circumstances.
- F. Assignment of Priority Calls - No Available Units
- Communications shall dispatch priority calls in the following manner whenever no units are available:
1. The call shall be dispatched for "any available unit to handle," nature of call, location, and assigned code;
  2. If no units respond to the initial broadcast, Communications shall broadcast an alert tone on all frequencies to alert officers to stand by for possible reassignment to a priority call;
  3. Communications shall assign the priority call to the closest available unit to handle.
- G. Reporting Out of Service
- When it is necessary for an officer to go out of service for any reason other than in response to a dispatched radio call by Communications, the officer shall:
1. Contact Communications;
  2. Give their unit designation;
  3. State they are "Out of Service" and give the reason for the out-of-service status; and,
  4. Their location.
- Note: Officers remaining out of service shall notify the Watch Commander once every 2 hours they are still out of service, even though the unit may be working beyond the normal tour of duty.**
- H. Radio Use by S.A.C.U. Officers
- Security Access Control Unit officers assigned to fixed post assignments shall utilize post phones, when available, for routine messages. Radios may be used to contact supervisors, request emergency escorts, Code Red broadcasts, and dispatching officers to respond to ACAM door alarms at TBIT.
- I. Tactical Frequency Use
- Requests for use of tactical frequencies shall be routed through Communications.
1. Officers communicating from unit to unit on the primary dispatch frequency shall use simplex mode.
  2. Officers using other frequencies may use either simplex or duplex modes for unit to unit communications unless directed otherwise.
- J. Actual or Potential Emergency Response Broadcast Procedures
- Upon receipt of any possible or confirmed emergency broadcast or information, Communications Unit personnel shall:
1. Immediately broadcast Alert Tone 3;
  2. Simulcast all received information on all appropriate radio frequencies;
  3. Assign a mobile unit or appropriate foot beat unit to the incident;
  4. In cases where no specific location has been given, units shall be dispatched to specific areas to begin searching and attempt to locate the emergency;
  5. All affected frequencies shall be placed on standby, and all field personnel shall refrain from all non-emergency broadcasts. Units will be advised to stand by for additional information;
  6. A Communications Unit supervisor shall monitor the incident and make any appropriate notifications to any needed entities (i.e. - LAPD, LASD, FBI, etc.);
  7. As soon as practical, all incident personnel shall be switched to a Tactical Frequency.
- K. Unit Identification Broadcast Procedure
1. All voice broadcasts to field personnel shall be preceded by the identification call sign. Example:  
2T15: "2T15, I'm Code 6, Terminal 5."  
CUP: "2T15, Code 6, Terminal 5."
  2. No broadcast shall be made by Communications personnel without a preceding unit identification.

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L.	Procedures for Broadcasting Relayed Information	<b>13/3 Information Systems / Networks</b>
1.	Initiating Officer's Responsibilities	<b>13/3.1 Warrant Information Sheet (W.I.S.)</b>
	When a LAWA Police officer receives information requiring either an urgent or emergency response, the officer shall:	A.
a.	Immediately contact the Communications Unit Operator, and request a clear frequency for an information broadcast;	Countywide Warrant System (CWS)
b.	Broadcast the received information, and include the identity of the person or agency the information originated from (i.e. "Per LAPD officer, wires down at 300 World Way," "Citizen reports a 211 in progress, 701 structure, third level, north side," etc.); and,	The Countywide Warrant System (CWS) which replaces the Automated Want and Warrant System (AWWS), allows Dispatchers to inquire; pull and release the Warrant Information Sheet (WIS).
c.	Advise the Communications Unit Operator of any misquoted information (i.e. Wrong structure, wrong level, etc.) when the information is re-broadcast.	1.
2.	Communications Responsibilities	Limitation
	Upon receiving any radio broadcast relating to a possible crime-in-progress or report of an incident requiring either an urgent or emergency response, the Communications Unit Operator shall:	A Warrant Information Sheet (WIS) can be obtained after the request of a "Want Check" (Code 10). If the subject has a warrant, the return response will be in the form of a WIS, which will contain complete subject descriptions and warrant information. Non-booking agencies will no longer have the capability to abstract a warrant.
a.	Verify the broadcasted information with the relaying officer;	2.
	<b>Note: Communications Unit Operators shall not simply "roger" the information.</b>	Two (2) Hour Hold
d.	When an agency is named by the relaying officer as the source of the information, the Communications Operator assigned the	To alleviate the happening of false arrests and the pulling or retrieving of warrant from the system twice, a two-hour hold is placed on the Warrant Information Sheet. The warrant must be released by putting the WIS back into the system to allow access by other agencies and allow abstracting the warrant when booking a subject at the booking facility.
	Number 3 position shall:	B.
•	Contact that agency to verify the information; and,	Multiple Bail Receipts
•	Obtain any pertinent details or additional information if available.	The correct bail receipt number must be assigned to each warrant booked. Multiple CWS warrants must be grouped in the order of their court assignment before they are booked by bail receipt number. All warrants originating from one court must be booked as a single transaction. Repeat the process for multiple warrant grouping as applicable. Another way to ensure that a correct bail receipt number is assigned to each warrant is to book each warrant individually using the "serve a single warrant transaction."
	<b>Note: In the absence of a Communications Operator in the Number 3 position, the Number 2 position shall contact the agency.</b>	1.
	Any additional information or corrections to the original information broadcast shall be forwarded to the dispatcher verbally and, where possible, via the CAD system.	Warrant Status
c.	The Communications Operator shall re-broadcast any corrections or additional information (i.e. "2L601, additional on wires down situation at T-3, per LAPD dispatch, LAFD notified 10 ago. Request all pedestrian traffic be stopped at T-2 and TBIT").	If the Officer was unable to book out a warrant, it is possible another agency has requested a WIS within the past two- (2) hours. Check the printer for a WIS warning notice. If a warrant is also on Wanted Person System (WPS) at the time of serving, Countywide Warrant System (CWS) will automatically request its deletion from the system.
d.	When additional units are dispatched based on relayed information, the Communications Operator shall receive an acknowledgment from the additional units for the additional information.	After a warrant is served, its status is changed from active to booked (B), bailed (N) or booked and bailed (T).
		2.
		Warrant Abstract
		An abstract may be directed to another printer by specifying the receiving printer's four (4) to six- (6) character mnemonic (ID) in the alternate route field. In all cases when routing must be followed by a space and a single letter to designate the printer's system origin, (e.g., D for direct connect, N for LAPD NECS, and J for JDC).

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- Example:**
- a. To route an abstract from a Justice Department Information Center (JDIC) terminal to a direct connect printer, type in the direct connect printer's 4 to 6 character mnemonic, a space, and the letter D.
  - b. To route an abstract out-of-county, but within California, enter the receiving agency's nine (9) character ORI (originating agency) in the alternate route field
  - c. To route an abstract to an agency outside California, enter the receiving agency's nine (9) ORI. In the alternate route field.
- C. Wanted Person System
- The California Wanted Person System (WPS) is implemented by the Department of Justice (DOJ) which was expanded from the original ten (10) character to thirteen (13) character warrant field. WPS will allow for more than one (1) record for the same person by the same Originating Agency Identifier (ORI). Entries will be rejected if the same case number is used or the warrant numbers are identical. NCIC (National Crime Information Center) will not allow two (2) records for the same ORI and person.
1. National Crime Information Center (NCIC)
- Agencies will be able to modify entry level one (1) warrant to entry level two (2) without having to cancel and re-enter the warrant (Change entry level one record "California Entry" to entry level two "California and NCIC"). At the same time, edits to the allowing fields will be added and/or changed to NCIC standards. The fields are: FBI Number, Social Security Number, Case Number, Miscellaneous eight\*
- \*Exception:** The edit for height will be modified to allow no height greater than seven (7) feet, eleven (11) inches (7'11") and no height less than three (3'00") feet for Wanted Person System (WPS). NCIC still requires a minimum height of four (4'00") feet.
2. Parole Information
- When running a Code 10 and the subject being checked has been arrested and jailed within two (2) to five (5) years and is currently on parole, the information will return through the system in the Want 7 format. Be aware that this information is NOT a warrant and should not be treated as. The differences are as follows:
- a. There should be no bail amount
  - b. The first five- (5) digits of the warrant number should be PRLED.
  - c. The Penal Code of the offense should be in the lower left-hand corner after warrant type of level (Misdemeanor or Felony).
  - d. There may be a Health & Safety Code, if the offense was drug related. For further information, run the warrant detail or the warrant number as it appears.
- The operator license number is optional. If any problems occur and more information is needed, contact the Los Angeles Sheriff's Countywide Warrant (CWS) Office at (213) 974-4448 after 1700 hours and the Principal Communications Operator during business hours.
- D. Training
- The California Department of Justice (DOJ) has a mandate from the Federal Bureau of Investigation's National Crime Information Center (NCIC) to provide formal training to all law enforcement personnel who use data supplied by the NCIC System (See Reference Chapter for Information Bulletin #MC-87-8-BJIS, dated October 7, 1987).
- In compliance with the mandate, DOJ issued to all California Law Enforcement Telecommunications Systems (CLETS) subscribers an addendum to their subscriber's agreement that addressed, among other changes, the area of training.**
- Section 6.7 of the CLETS subscriber's agreement states:**
- "It is the responsibility of the user agency to participate in DOJ's training programs to ensure that all personnel (i.e., terminal operators, peace officers, investigators, and agency management/supervisors) are trained in the operation, policies, and procedures of each Criminal Justice Information System (CJIS) and NCIC file that is accessed or updated."**
- 13/3.2 Computer Automated Dispatch (CAD) System
- A. Voice and MDS Dispatch
- It is the policy of the LAWA Police to dispatch all requests for service ("calls") via voice radio. In the event the assigned unit has a Mobile Data System (MDS) installed within the vehicle, the call shall also be transmitted via data link to the assigned unit.
- Acknowledgement of all calls shall be made via voice radio. Status changes and dispositions of calls handled by units with MDS capability may be made by either voice or data channels.
- B. Use of Mobile Data Computer (MDC)
- The temporary or permanent installation or attachment of any unauthorized device or software, unauthorized tampering of existing equipment, or the use of the MDC for any unofficial purpose is expressly prohibited and are acts that may result in progressive discipline.
- "Existing equipment," for purposes of this section, is defined as any equipment attached to, or is part of the Mobile Data Computer, including the computer itself, sensors, communications devices, power systems, wires, and attached peripherals.
- Only the Airport Police Division's Critical Projects Unit is authorized to make additions or changes to existing MDC software and hardware. When practical, new equipment will be installed in selected test vehicles prior to Division-wide deployment.
- C. Computer Aided Dispatch (CAD) Verbal Log On Procedures
1. All sworn uniformed officers equipped with a radio and assigned mobile or foot patrol shall log into the CAD system at the beginning of watch either via radio or MDS. All uniformed officers assigned to a specialized unit shall log into the CAD system at the beginning of watch.

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All civilian uniformed officers equipped with a radio and assigned fixed post or traffic duties shall be logged into the CAD system at the beginning of watch and show themselves clear with Communications Unit before going into the field.

2. Whenever an officer verbally logs on to the CAD system via radio, the officer shall broadcast his/her unit information in the following order:

- a. Unit call sign, request to log on;
- b. Serial number;
- c. Radio number;
- d. Vehicle shop number, if any vehicle assigned;
- e. Vehicle's starting mileage, when applicable.

Unit: Control, 2L601 requesting verbal log on.

Control: L601 Roger, go ahead.

Unit: 2L601, serial number 12345, radio number 1234, shop number 5432, starting mileage 22331, status clear.

Control: 2L601 clear

### 13/4 Miscellaneous Procedures

#### 13/4.1 Telephone Notifications

A. Immediate Response Requests

When an LAWA Police employee receives a telephonic request requiring immediate police response, the employee shall:

1. Obtain the location of occurrence and other pertinent information, including a call-back number; and,
2. Relay the information to Communications.

The employee relaying the information to Communications shall:

- a. Give their name and Section of assignment;
- b. Give location where service is needed;
- c. State nature of the call; and,
- d. Obtain the Communications operator's identification number.

Whenever emergency calls originate within the jurisdiction of LAPD, LAPD's Communications shall be notified concerning location, nature of the call, and that LAWA Police units are en-route.

**NOTE - In no instance shall a phone call requiring immediate police response be transferred to any other location.**

B. Telephonic Informational Requests

Whenever a caller makes a telephonic request for information the caller is legally entitled to, LAWA Police personnel shall disseminate the information or attempt to obtain the information for the caller. When requested information is not immediately available, the caller's name and phone number shall be obtained and the person re-contacted when the information is located (Refer to Section 10/10.2, Subsection A – Traffic Ancillary Services).

**NOTE - If the person is calling from a pay telephone, the caller shall be advised to remain on the line until the information is given.**

C. Notifications of Incidents Occurring at LAX

1. Basic Notifications

Basic notifications shall be made by Communications Unit whenever the following incidents occur:

- \* Possible upgraded call (i.e. - unattended bag)
- \* Newsworthy call
- \* Critical missing/critical missing juvenile call
- \* On-board aircraft call (excluding Rescue Follow-Up)

2. Airport Police Operations Center (APOC) Notifications

Whenever the APOC O.I.C., watch commander, any Commanding Officer, or the on-scene Incident Commander determines that notifications be made by APOC, an APOC Event Notification Form shall be completed for the incident. Notifications shall be made by APOC staff via cellular phone and e-mail.

**Note: After hours or whenever APOC is closed, Communications Unit shall be contacted and full notifications made.**

3. Full Notifications

a. Under the following circumstances, notifications, as outlined in the Emergency Notification Book, shall be made:

- Aircraft involved in an accident with/without injuries;
- \* Alert 2 with injuries;
- \* Alert 3;
- \* Improvised explosive device;
- \* Bravo Tango;
- \* Suspicious Bag;
- \* Hotel Juliet;
- \* Security Directive;
- \* Officer involved shooting/Any Law Enforcement Agency (initial and follow-up);
- \* In custody death;

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- \* Natural gas leak;
  - \* Hazardous material incident/Chemical spill;
  - \* Natural disaster;
  - \* Major fire (Any fire involving AOA or structure containing occupants);
  - \* Civil unrest;
  - \* Major 415/Labor Dispute;
  - \* Homicides;
  - \* All felony crimes aboard aircraft or on the AOA;
  - \* Death aboard aircraft;
  - \* All misdemeanors, infractions, interfering with aircrew, 415's, 5150's, medical emergencies or any other minor situation other than smoking reported aboard an aircraft/on the AOA or Rescue Follow-ups;
  - \* Closing of a terminal/Airfield access post;
  - \* Evacuations;
  - \* Closing of a runway for any unscheduled incidents, or non-dignitary incidents;
  - \* Any incident on airport property resulting in serious injury;
  - \* Any spontaneous change in security levels (i.e., emergency change, not preplanned or pre-announced).
- b. In any unusual occurrence resulting in a major incident or publicity, the Watch Commander shall be notified.
- c. All notifications shall be made by Senior Communications Operator II personnel or the Communications Information Representative (CIR).
- (1) At any time should a Senior be unavailable and an operator is uncertain as to whether or not notifications should be made for an event, the Watch Commander shall be notified to make further determination.
- If the Watch Commander is unavailable, a sworn supervisor shall be notified.
- (2) Should the Watch Commander request for notifications to be made and the Senior is unavailable, the Communications Information Representative assigned to Position #3 (phones), or Position 2 in the absence of Position 3, shall complete all notifications.
- (3) Should the Senior be unavailable at any time, the CIR assigned to Position #3 shall complete the notifications. This shall be noted in the supplement field of the event.
- d. All notifications shall be completed within the first twenty (20) minutes of the incident occurring.
- e. The Senior/operator completing the notifications shall continue to attempt to contact the person listed in the Emergency Notification List until he/she is able to obtain the name of a person with whom a message can be left or leave a message for the contact person on a phone message device or voicemail system. The Senior/operator shall note the name of the person contacted or if a message was left for the contact person on a phone message device or voicemail system in the supplement field of the event.
- f. All requests for further information pertaining to the incident shall be directed to the Watch Commander.
- D. Emergency Notification Lists
- Unusual occurrences that require emergency notifications are divided into six (6) separate categories:
- Category 1 - Airfield Operations Incidents - Aircraft fire, Bravo Tango, Hotel Juliet, aircraft involved in multiple injuries/Communicable Disease, runway closures (except for maintenance).
- Category 2 - Airport Access Issues - National Security threat level upgrade, AOA breach, CTA closure, parking structure/lot closure, closing of an access post, Sepulveda Tunnel closures.
- Category 3 - Threats to Passengers/Facilities - HAZMAT (Chemical, Biological or Radiological Material), bomb/IED threats, security breaches, closing of a terminal, evacuations, fire, major utilities failure (i.e. - gas leaks, water main rupture, etc.).
- Category 4 - Law Enforcement Incidents - Officer Needs Help, Officer Needs Assistance, Officer Involved Shooting (OIS) - All Agencies, Pursuits, In-Custody Deaths, Civil Unrest, Major 415/Labor Dispute, Homicide, All Felony Crimes Aboard Aircraft or on AOA, Death or serious injury on airport property or aboard aircraft.
- Category 5 - Natural Disasters- Earthquake, flooding, lightning strike, tsunami.
- Category 6 - Minor Situations Onboard Aircraft - Rescue Follow-up, smoker on-board aircraft.
- Note: Notification shall be given only to City Operations.**
- Personnel requiring emergency notifications are notified by phone, text messaging (for those assigned Nextel cellular phones), or e-mail by the Airport Police Communications Unit.
1. Use of Emergency Notification Lists
- Whenever an unusual occurrence is reported to Communications Unit, the on-duty supervisor, or designee, shall determine which category the incident matches and begin notifications.
- Notifications shall be made by phone, text messaging for those with this capability, and e-mail.
2. Requests For Emergency Notifications
- Whenever an individual or agency requests emergency notification of specific incidents, the request shall be directed to the Principal Communications Operator, Communications Unit.
- a. An Emergency Notification List Request Form shall be completed by the Principal Communications Operator, or designee and forwarded to the Field Support Section Commanding Officer.

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- b. The Field Support Section Commanding Officer shall determine if the individual or agency requesting notification has a need for emergency notification for the incident(s) indicated, and if the notification is not a duplication of notification.

**Note: Normally, an agency shall have one contact person or unit who is responsible for notifications of others within that agency. However, if the individual is a supervisor in charge of a specialized unit directly affected by the incident, it shall be a determining factor.**

- c. If the Field Support Section Commanding Officer grants the request, the Emergency Notification List Request Form shall be returned to Communications Unit and the agency or individual added to the notification lists. If the request is not granted, the agency or individual shall be contacted and informed why the request was not granted.

3. Removal From Emergency Notification List

Whenever Communications Unit is informed or discovers that an individual on the Emergency Notification List is no longer employed or has been transferred to another assignment or that another person has been assigned as the contact person for an agency, the individual shall be removed from the list.

4. Emergency Notification Lists Audit

The Communications Unit shall be responsible for auditing the Emergency Notification Lists on a quarterly basis. This audit shall include verification of an agency's/contact person or individual's contact information (phone number, text message number or e-mail). The Communications Unit shall be responsible for updating the Emergency Notification Lists with any changes it discovers to agency contact information.

**13/4.2 Access and Entry Procedures for Communications Unit Dispatch Area**

A. Information

The California Department of Justice (DOJ) requires all law enforcement agencies with access to DOJ records to develop and implement procedures to safeguard records available through CLETS. Individuals not cleared by a DOJ background check must follow specific procedures to gain entry to the Communications Unit dispatch area. Failure to adhere to these entry procedures may result in the loss of access to DOJ records, fines, DOA initiated penalties or, in extreme cases, criminal and/or civil penalties.

Sworn California peace officers and LAWA Police Communications Unit dispatch personnel are recognized as authorized personnel due to the nature of their job assignments.

B. General Guidelines - Communications Center Security

To ensure the physical safety of employees as well as to safeguard equipment and resource materials, it is imperative that strict building security measures be exercised at all times. Unauthorized personnel shall not gain access to the Communications Center. All personnel are required to display an LAX Photo Identification Badge on their outer garment.

Communications Unit personnel have the right and obligation to challenge and request appropriate identification from any individual who is not recognized as an employee, who appears to not have official business in the Communications Center, or who is not displaying appropriate identification. Any such incident shall immediately be reported to the on-duty Senior Communications Operator.

C. Access During Emergency Situations

During emergency situations (i.e. - civil disorder, natural disaster, etc.) Communications Center security will be vital. When conditions warrant, the Senior Communications Operator shall contact the on-duty Watch Commander and request sworn officers be posted at the Center to provide security for the facility and its staff.

Only LAWA personnel with LAWA Security Badges shall be allowed access into the facility once building security has been established.

D. Entry Procedures For Dispatch Area

1. LAWA Employees

Whenever a LAWA employee, who is not a sworn officer or is not a Communications Unit dispatch operator, requires access to the Communications Unit dispatch area, the individual shall:

- a. Check in with the on-duty Senior Communications Operator or Principal Communications Operator upon entry to the dispatch area.
- b. Advance notification should be given by the LAWA employee to the Communications Unit Principle Operator or the on-duty Senior Communications Operator, if possible, specifying the time entry is required.

2. Vendor/Visitor Access

a. Notifications

Whenever a vendor representative or visitor requests entry to the Communications Unit dispatch area, the individual shall give advance notification to the Communications Unit Principal Communications Operator, including:

- The number of individuals requesting entry;
- The identification of the individuals; and,
- The area being visited or location of equipment being repaired.

b. Escort Procedures

On arrival to the Telecommunications building, a Communications Unit employee shall be assigned to meet the vendor representative or visitor at the lobby area. Prior to entering the dispatch area, the vendor representative or visitor shall be advised of:

- The existence of confidential records within the dispatch area; and,
- Those areas identified as "restricted" and limited to authorized personnel only.

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- Restricted areas shall include:
- (a) The area directly behind any on-duty Communications Operator;
  - (b) Any area facing an operational DATA 911 terminal;
  - (c) Areas adjacent to any computer printer receiving and/or printing confidential DOJ information or when computer printouts are in the printer's output tray.
- All vendor representatives or visitors shall sign the Communications Center Visitors Log upon admittance to the dispatch area.
- c. Responsibilities
- Communications Unit personnel shall monitor all vendor representatives or visitors within the dispatch area and report any misconduct to the on-duty Senior Communications Operator.
3. Tours of the Communications Unit Dispatch Area
- Tours of the Communications Center Dispatch Area shall be arranged through the Professional Standards Section Commanding Officer or designee. Communications Unit supervisory personnel shall ensure that the Information Technology Division personnel assigned to the Communications Center front desk are informed of any tours.
- Any VIP tours shall be arranged through the Professional Standards Section Commanding Officer or designee, who may notify Media Relations Division and the Chief of Airport Police.
4. Dispatch Area Doors
- Communications Unit personnel shall ensure all doors leading into the dispatch area are secured, and report any ACAMS system failure to the on-duty Senior Communications Operator.
- 13/4.3 Monitoring of Cable Networks by Communications Personnel**
- A. Policy
- Whenever an incident occurs that may directly impact the normal operations of LAWA, and the event is televised, Communications Unit shall assign one employee to monitor and/or videotape the event via cable access news networks. The on-duty Watch Commander or on-scene Incident Commander shall be advised of media presence at the event.
- B. Procedures
1. Cable Television Access
- The on-duty Senior Communications Operator or designee shall be responsible for the control of cable television access.
- Note: Cable television access shall only be used for monitoring critical incidents. It shall not be used for private entertainment by LAWA employees.**
2. Monitoring of Event
- One communications Unit employee shall be assigned to monitor and/or videotape the event, and liaison with the Watch Commander and/or Incident Commander or his/her designee to provide updates on the event.
- The Watch Commander or Incident Commander may assign an officer or supervisor to Communications Unit to monitor the event.
- 13/4.4 Procedures for Requesting Radio and Audio Tapes**
- A. Requests from LAWA Police Supervisors
- Whenever an LAWA Police supervisor requests a copy of a radio transmission tape or audio tape, the person requesting the copy shall:
- 1. Complete an Communications Unit Audio Tape Request Form;
- Note: A Request Form shall be completed for every tape request.**
- 2. Submit the request to the Watch Commander, Section Head, or designee for approval.
- B. Requests from Court Liaison Officer
- Whenever the Court Liaison Officer receives a request for a copy of a radio transmission tape or audio tape from the City Attorney's Office, the Court Liaison Officer shall:
- 1. Complete an Communications Unit Audio Tape Request Form;
  - 2. Submit the request to his/her immediate supervisor for approval.
  - 3. Upon approval, the supervisor shall forward the request to the Professional Standards Section Commander, or designee, for approval.
- C. Processing Audio Tape Requests
- 1. All approved requests for audio tapes shall be forwarded to Communications Unit.
  - 2. The Principal Communications Operator, or designee, shall review and approve all requests prior to tape copies being made. If any questions arise concerning the request, the concerned Watch Commander or Section Commander shall be contacted.
- Note: Tape requests originating from outside the LAWA Police shall be forwarded to the City Attorney's Office for approval prior to releasing the tape copy.**
- 3. Upon approval, a tape copy shall be made in the Communications Center tape storeroom.
  - 4. Communications supervisory personnel shall release the tape copy to the requesting employee.

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### **13/4.5 Obtaining California Criminal History Reporting System (CCHRS) Printouts**

A. Information

A CCHRS printout shall be attached to every arrest report and Complaint Application submitted. Failure to do so will result in a Follow-up Report request from the City Attorney's Office, Airport Branch Court.

B. Procedures

Whenever an individual is arrested or a Complaint Application is submitted, a CCHRS printout shall be obtained from Communications Unit and attached to the arrest report or Complaint Application, even if the individual has no record on file.

### **13/4.6 Processing California Department of Justice Validation Certification Letters**

Whenever the LAWA Police receives a California Department of Justice Validation Certification letter, it shall be forwarded to the Court Liaison Officer, or designee, who shall be responsible for:

- A. Reviewing any printouts attached to the Validation Certification letter;
- B. Ensuring any information which originated from the LAWA Police (i.e. -Wanted person, stolen guns, restraining orders, etc.) is still valid;  
  
**Note: The contact person for the Automated Systems Program shall be contacted if any discrepancies are discovered.**
- C. Completing and signing the Validation Certification letter;
- D. Making copies of the letter and printouts; and
- E. Forwarding the letter, either by fax or U.S. Postal Service, to the California Department of Justice.
- F. Maintaining a file of all processed Validation Certification letters.

### **13/4.7 LASD Response for LAWA/PMD**

A. Emergency Assistance

Whenever a LAWA Police officer assigned to LAWA/PMD needs to request emergency assistance from LASD (i.e. - Backup request, officer needs help, etc.) or crime broadcasts, officers shall contact LASD via handset or radio on channel D-15.

If the officer cannot contact LASD via radio, LAWA/LAX Communications Unit shall be notified to contact LASD Palmdale station at (661) 272-2400 for assistance.

B. Routine Patrol

- 1. While on routine patrol, LAWA Police officers assigned to LAWA/PMD shall monitor LASD on radio channel D-15.
- 2. Officers shall utilize the "L-Tac" frequency for non-emergency requests (i.e. - tow requests, traffic control, etc.).

C. Additional Resource Contact Numbers

LASD, Lancaster Station	(661) 948-8466
CHP, Antelope Valley Station	(661) 948-8541
Plant 42 Security	(661) 272-6600