

# FEDERAL LAW ENFORCEMENT TRAINING CENTER

Department of the Treasury



## POLICE TRAINING DIVISION

**RADIO COMMUNICATIONS**

TEXT

**304**

### CAVEAT

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## I. INTRODUCTION

### A. THE RADIO OPERATOR

THE TERM "OPERATOR" REFERS TO ALL PERSONS OPERATING BASE STATIONS, MOBILE UNITS, OR PORTABLE RADIO EQUIPMENT ON A FULL-OR PART-TIME BASIS. THUS EACH POLICE OFFICER, EXECUTIVE, OR CLERK HAVING ACCESS TO A RADIO SET IS AT THAT TIME AN OPERATOR. A GOOD OPERATOR MUST BE ABLE TO FILL THE REQUIREMENTS OF HIS POSITION. THIS INCLUDES THE PROMPT, ACCURATE AND EFFICIENT HANDLING OF MESSAGE TRAFFIC SO AS TO BE OF THE UTMOST ASSISTANCE TO THE AGENCY. EACH OPERATOR IS AN EXAMPLE, GOOD OR BAD, TO OTHERS USING OR MONITORING THE SYSTEM. A GOOD OPERATOR, USING PROPER PROCEDURES, WILL HELP TO TRAIN OTHERS IN THE SYSTEM. THE USE OF IMPROPER PROCEDURES MAY RESULT IN NEW OR UNTRAINED OPERATORS UNCONSCIOUSLY PICKING UP BAD HABITS WHICH MAY BE VERY DIFFICULT TO ERASE. IN ORDER TO PASS ON INFORMATION RAPIDLY AND EFFECTIVELY, THE OPERATOR MUST BE FAMILIAR WITH THE SYSTEM HE IS USING AND KNOW ITS CAPABILITIES AND LIMITATIONS. A GOOD OPERATOR MUST ACQUIRE:

1. THE ABILITY TO SPEAK CLEARLY AND DISTINCTLY AT ALL TIMES.
  2. THE ABILITY TO REDUCE RAMBLING AND DISCONNECTED MATERIAL INTO CONCISE AND ACCURATE MESSAGES.
  3. AN ADEQUATE UNDERSTANDING OF THE TECHNICAL OPERATION OF HIS OWN SYSTEM TO ALLOW INTELLIGENT REPORTING OF EQUIPMENT FAILURES.
  4. AN ADEQUATE UNDERSTANDING OF THE COMMUNICATIONS CAPABILITIES OF COOPERATING AGENCIES.
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ALL PERSONS WHO USE THE RADIO SYSTEM INTELLIGENTLY WILL RECEIVE THE MAXIMUM BENEFITS OF AN EFFICIENT RADIO NETWORK IN DIRECT SUPPORT OF THEIR JOB RESPONSIBILITIES. FAILURE TO USE THESE SYSTEMS IN AN INTELLIGENT, RESPONSIBLE MANNER CAN OFTEN DETERMINE WHETHER THE DEPARTMENT'S MISSION IS A SUCCESS OR FAILURE.

## II. MECHANICS:

### A. MECHANICS OF OPERATING THE POLICE RADIO

1. ALWAYS TEST YOUR RADIO BEFORE BEGINNING YOUR PATROL. THIS PRACTICE WILL HELP ELIMINATE WASTED TIME.
  - A. IT IS BETTER TO FIND A MALFUNCTION BEFORE ASSUMING PATROL.

### B. FREQUENCY

1. ALWAYS MAKE SURE YOUR RADIO IS ON THE PROPER FREQUENCY
  - A. MOST AGENCIES USE MULTI-FREQUENCY RADIOS.
  - B. BY CHECKING YOUR FREQUENCY, YOU ELIMINATE THE POSSIBILITY OF INTERFERENCE WITH OTHER UNITS.

### C. VOLUME

1. THE VOLUME KNOB ON A RADIO REGULATES THE RECEPTION VOLUME ONLY.
  - A. THE VOLUME KNOB DOES NOT AFFECT THE VOLUME OF BROADCAST-- ONLY RECEPTION.

### D. SQUELCH CONTROL

1. SQUELCH CONTROL ON THE RADIO IS DESIGNED TO ELIMINATE RECEIVER NOISE WHEN THE RADIO IS NOT RECEIVING.
2. SQUELCH CONTROL CAN ALSO BE USED TO ADJUST THE RADIO VOLUME SO RECEPTION IS AT A COMFORTABLE LEVEL.



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3. SQUELCH MUST BE ADJUSTED MORE WHEN THE RADIO IS CLOSE TO THE TRANSMITTER OR RELAY STATION.
  4. WHEN USING A PORTABLE, SQUELCH WILL HELP DETERMINE THE STRENGTH OF THE BATTERY.

E. ANTENNA

1. MAKE SURE THE ANTENNA IS SECURED TO THE RADIO UNIT.
  - A. A LOOSE ANTENNA CAN CAUSE TRANSMISSION AND RECEPTION OF MESSAGES TO BE BROKEN.
2. ON A VEHICLE, VISUALLY CHECK TO MAKE SURE THE ANTENNA IS INTACT.

F. RADIO MALFUNCTIONS

1. IF THE RADIO FAILS TO WORK PROPERLY
  - A. CHECK TO SEE IF THE BATTERY IS DEAD (ON PORTABLE RADIOS).
  - B. CHECK FOR LOOSE CONNECTIONS.
    - (1) ON A PORTABLE, REMOVE BATTERY AND CHECK INSIDE THE RADIO. IF PRONGS INSIDE THE RADIO ARE BENT, BURNED, OR BROKEN OFF, TURN THE RADIO IN FOR REPAIR.
2. DO NOT ATTEMPT TO REPAIR THE RADIO YOURSELF. THERE ARE MANY ADJUSTMENTS THAT ARE MADE BY CALIBRATED INSTRUMENTS AND YOU COULD DO MORE DAMAGE. LET THE REPAIRMAN DO HIS JOB.
3. IF YOU HAVE DETERMINED THAT YOU HAVE A RADIO MALFUNCTION, ADVISE THE DISPATCHER AND YOUR SUPERVISOR.

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### III. TRANSMISSION PROCEDURES

#### A. PLAN YOUR MESSAGES

1. MAKE SURE YOUR MESSAGE IS ACCURATE, CLEAR, AND COMPLETE.
2. ARRANGE MESSAGE IN LOGICAL SEQUENCE--HELPS TO ELIMINATE CONFUSION. THINK ABOUT WHAT YOU ARE GOING TO SAY, ENGAGE THE RADIO, THEN SAY IT.
3. USE WORDS AND PHRASES THAT CAN BE EASILY UNDERSTOOD. DON'T TRY TO IMPRESS PEOPLE WITH YOUR VOCABULARY.
4. IN AN EMERGENCY SITUATION, USE PLAIN ENGLISH. THIS WILL AVOID CONFUSION.

#### B. AVOID CERTAIN TYPES OF WORDS AND PHRASES

1. AVOID WORDS THAT ARE SIMILAR IN SOUND.
2. AVOID WORDS THAT ARE EMOTIONALLY CHARGED. EMOTIONALLY CHARGED WORDS HAVE A TENDENCY TO EXCITE OTHERS. WHEN PEOPLE ARE EXCITED, MISTAKES ARE MADE.
3. DO NOT DRAMATIZE YOUR MESSAGES. YOU ARE NOT A DISC JOCKEY. YOU ARE A POLICE OFFICER.

#### C. MESSAGE RELAY

1. RADIO UNITS MUST OFTEN RELY ON OTHER UNITS TO RELAY RADIO MESSAGES. IF YOU ARE EVER ASKED TO RECEIVE A RADIO MESSAGE, YOU MUST REMEMBER: DO NOT ADD OR DELETE ANYTHING FROM A RELAY MESSAGE. GIVE THE MESSAGE EXACTLY THE WAY YOU RECEIVED IT.

#### D. RADIO CODES

1. RADIO CODES ARE DESIGNED FOR RELIABILITY AND SPEED OF RADIO MESSAGES.

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2. TEN CODE PREFERRED (I.A.C.P.)

- A. THE REASON THE TEN CODE IS PREFERRED IS BECAUSE  
OF ITS WIDE USE.

3. EFFECTS OF CODES

- A. ACHIEVES SPEED.  
B. NUMBERS ARE NOT AS EASILY CONFUSED AS WORDS.  
C. NUMBERS ARE MORE EASILY READ THROUGH RADIO NOISE.  
D. PROVIDES SIMPLICITY OF THE MESSAGE.  
E. UNDER EMERGENCY CONDITIONS, USE PLAIN ENGLISH.

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REVISED OFFICIAL APCO TEN SIGNALS

\*INDICATES MOST USED SIGNALS

- 10-0 CAUTION
- \*10-1 UNABLE TO COPY - CHANGE LOCATION
- \*10-2 SIGNALS GOOD
- \*10-3 STOP TRANSMITTING
- \*10-4 ACKNOWLEDGEMENT
- \*10-5 RELAY
- \*10-6 BUSY - STAND BY UNLESS URGENT
- \*10-7 OUT OF SERVICE (GIVE LOCATION AND/OR TELEPHONE NUMBER)
- \*10-8 IN SERVICE
- \*10-9 REPEAT
- 10-10 FIGHT IN PROGRESS
- 10-11 DOG CASE
- \*10-12 STAND BY (STOP)
- \*10-13 WEATHER AND ROAD REPORT
- 10-14 REPORT OF PROWLER
- 10-15 CIVIL DISTURBANCE
- 10-16 DOMESTIC TROUBLE
- 10-17 MEET COMPLAINANT
- \*10-18 COMPLETE ASSIGNMENT QUICKLY
- \*10-19 RETURN TO \_\_\_\_\_
- \*10-20 LOCATION



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- \*10-21 CALL \_\_\_\_\_ BY TELEPHONE
  - \*10-22 DISREGARD
  - \*10-23 ARRIVED AT SCENE
  - \*10-24 ASSIGNMENT COMPLETED
  - \*10-25 REPORT IN PERSON TO (MEET) \_\_\_\_\_
  - 10-26 DETAINING SUBJECT, EXPEDITE
  - 10-27 DRIVERS LICENSE INFORMATION
  - \*10-28 VEHICLE REGISTRATION INFORMATION
  - \*10-29 CHECK RECORDS FOR WANTED
  - \*10-30 ILLEGAL USE OF RADIO
  - 10-31 CRIME IN PROGRESS
  - 10-32 MAN WITH GUN
  - \*10-33 EMERGENCY
  - 10-34 RIOT
  - 10-35 MAJOR CRIME ALERT
  - \*10-36 CORRECT TIME
  - 10-37 INVESTIGATE SUSPICIOUS VEHICLE
  - 10-38 STOPPING SUSPICIOUS VEHICLE (GIVE STATION  
COMPLETE DESCRIPTION BEFORE STOPPING)
  - 10-39 URGENT-USE LIGHT AND SIREN
  - 10-40 SILENT RUN - No LIGHT OR SIREN
  - \*10-41 BEGINNING TOUR OF DUTY
  - \*10-42 ENDING TOUR OF DUTY
  - \*10-43 INFORMATION
  - 10-44 REQUEST PERMISSION TO LEAVE PATROL \_\_\_\_\_  
FOR \_\_\_\_\_
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10-45 ANIMAL CARCASS IN \_\_\_\_\_ LANE AT  
\_\_\_\_\_

10-46 ASSIST MOTORIST

10-47 EMERGENCY ROAD REPAIRS NEEDED

10-48 TRAFFIC STANDARD NEEDS REPAIRS

10-49 TRAFFIC LIGHT OUT

\*10-50 ACCIDENT -- F, PI, PD

\*10-51 WRECKER NEEDED

\*10-52 AMBULANCE NEEDED

10-53 ROAD BLOCKED

10-54 LIVESTOCK ON HIGHWAY

\*10-55 INTOXICATED DRIVER

10-56 INTOXICATED PEDESTRIAN

10-57 HIT AND RUN -- F, PI, PD

10-58 DIRECT TRAFFIC

\*10-59 CONVOY OR ESCORT

10-60 SQUAD IN VICINITY

10-61 PERSONNEL IN AREA

\*10-62 REPLY TO MESSAGE

\*10-63 PREPARE TO MAKE WRITTEN COPY

\*10-64 MESSAGE FOR LOCAL DELIVERY

\*10-65 NET MESSAGE ASSIGNMENT

\*10-66 MESSAGE CANCELLATION

\*10-67 CLEAR TO READ NET MESSAGE

\*10-68 DISPATCH INFORMATION

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- \*10-69 MESSAGE RECEIVED
  - \*10-70 FIRE ALARM
  - 10-71 ADVISE NATURE OF FIRE (SIZE, TYPE, AND CONTENTS OF BUILDING)
  - 10-72 REPORT PROGRESS ON FIRE
  - 10-73 SMOKE REPORT
  - \*10-74 NEGATIVE
  - \*10-75 IN CONTACT WITH
  - \*10-76 EN ROUTE
  - \*10-77 ETA (ESTIMATED TIME OF ARRIVAL)
  - 10-78 NEED ASSISTANCE
  - 10-79 NOTIFY OWNER
  - 10-80 CHASE IN PROGRESS
  - 10-81 BREATHERLIZER REPORT
  - \*10-82 RESERVE LODGING
  - 10-83 WORK SCHOOL XING AT \_\_\_\_\_
  - 10-84 IF MEETING \_\_\_\_\_ ADVISE ETA
  - 10-85 DELAYED DUE TO \_\_\_\_\_
  - 10-86 OFFICER/OPERATOR ON DUTY
  - \*10-87 PICK UP CHECKS FOR DISTRIBUTION
  - \*10-88 ADVISE PRESENT TELEPHONE NUMBER OF \_\_\_\_\_
  - 10-89 BOMB THREAT
  - 10-90 BANK ALARM AT \_\_\_\_\_
  - 10-91 PICK UP PRISONER/SUBJECT
  - 10-92 IMPROPERLY PARKED VEHICLE

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- 10-93 BLOCKADE
  - 10-94 DRAG RACING
  - 10-95 PRISONER/SUBJECT IN CUSTODY
  - 10-96 MENTAL SUBJECT
  - 10-97 CHECK (TEST) SIGNAL
  - 10-98 PRISON OR JAIL BREAK
  - 10-99 RECORDS INDICATE WANTED OR STOLEN

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APCO TEN SIGNALS  
INTERPRETATION

- 10-3 TO BE USED WHEN OTHER VEHICLES OR STATIONS ARE INTERFERING WITH EMERGENCY TRAFFIC. (I.E., 10-37, 10-33 IN PROGRESS)
- 10-5 CAN BE USED TO INDICATE THE RELAY OF A PERSON, PROPERTY OR A MESSAGE. IF FOR THE RELAY OF A MESSAGE, INDICATE DESTINATION. "10-5 TO ----"
- 10-6 IF URGENT TRAFFIC, IT SHOULD BE INDICATED ON FIRST CALL-UP.
- 10-11 QUALIFY BY INDICATING THE NATURE OF THE CASE - AS DOG BITE, RABID, INJURED, ETC.
- 10-12 PHYSICAL STAND BY, REMAIN ALERT. NOT A STAND BY (10-6) ON THE RADIO.
- 10-14 GIVE LOCATION.
- 10-15 THIS CAN BE APPLIED TO A DISTURBANCE WITH RACIAL OVERTONES, ROWDY GROUP OF TEENAGERS, ETC. - GIVE LOCATION.
- 10-16 GIVE LOCATION.
- 10-17 GIVE LOCATION.
- 10-24 INDICATES PERSONNEL IS BACK IN SERVICE AND AVAILABLE FOR ASSIGNMENT.
- 10-26 INDICATES THAT THIS TRAFFIC SHOULD TAKE PRECEDENCE OVER ROUTINE TRAFFIC.
- 10-31 CAN BE USED WHEN SPECIFIC DETAILS ARE NOT AVAILABLE - GIVE LOCATION.
- 10-32 CAN BE USED IN CONJUNCTION WITH OTHER SIGNALS, I.E., 10-10, 10-31, - GIVE LOCATION.

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- 10-33 MAXIMUM PRIORITY, SHOULD BE USED ON THE INITIAL CALL TO INDICATE TRAFFIC PERTAINING TO DANGER TO LIFE OR PROPERTY, ALL STATIONS OR VEHICLES NOT INVOLVED IN THE EMERGENCY SHOULD MAINTAIN RADIO SILENCE UNTIL THE EMERGENCY IS OVER OR UNDER CONTROL.
- 10-34 GIVE LOCATION.
- 10-35 USED TO ALERT ALL STATIONS OR VEHICLES ON THE FREQUENCY TO MAKE THEMSELVES AVAILABLE TO ASSIST WHERE NEEDED - ALWAYS FOLLOWED WITH MAXIMUM INFORMATION AS TO THE NATURE OF THE CRIME AND ASSISTANCE NEEDED.
- 10-38 THE OFFICER MUST FURNISH MAXIMUM INFORMATION BEFORE STOPPING SUSPICIOUS VEHICLE. (COLOR, MAKE, MODEL AND LICENSE OF VEHICLE, NUMBER OF OCCUPANTS, DIRECTION OF TRAVEL, ETC.) EACH DEPARTMENT SHOULD ESTABLISH A TIME LIMIT FOR THE OFFICER TO INDICATE AN "ALL CLEAR" BEFORE ALL AVAILABLE ASSISTANCE IS SENT.
- 10-39 CAN BE USED TO GIVE ANY OTHER SIGNAL AN EMERGENCY STATUS.
- 10-40 TO BE USED TO INDICATE HASTE, WHILE OBSERVING ALL SAFETY PRECAUTIONS AND NOT ATTRACT ATTENTION.
- 10-43 USE WHEN ASKING IF ANY, OR SUPPLYING INFORMATION.
- 10-45 GIVE LOCATION.
- 10-46 GIVE LOCATION.
- 10-47 INDICATE NATURE OF REPAIRS NEEDED AND LOCATION.
- 10-48 GIVE LOCATION.
- 10-49 GIVE LOCATION.



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- 10-50 F - FATAL; PI - PERSONAL INJURIES; PD - PROPERTY DAMAGE
- 10-53 GIVE LOCATION.
- 10-54 GIVE LOCATION.
- 10-55 GIVE LOCATION.
- 10-56 GIVE LOCATION.
- 10-57 GIVE LOCATION.
- 10-58 CAN BE USED TO ASSIST FUNERAL PROCESSION, HIGHWAY REPAIRS, ETC.
- 10-60 GIVE LOCATION OR AREA.
- 10-62 USE WHEN INQUIRING FOR, OR FURNISHING, REPLY TO A PREVIOUS MESSAGE. REFER TO PREVIOUS NUMBER, IF ANY.
- 10-63 USED TO INFORM A VEHICLE TO PARK AND WRITE DOWN THE FORTHCOMING RADIO MESSAGE - THE OFFICER WILL NOT ADVISE THE STATION TO "GO-AHEAD" UNTIL HE IS READY TO COPY.
- 10-64 USED WHEN THE MESSAGE IS NOT TO BE RELAYED BY RADIO BUT MUST BE DELIVERED TO SOMEONE IN PERSON OR BY TELEPHONE - MAY REQUIRE A MESSAGE IN DUPLICATE.
- 10-65 USED BY STATE NETS TO OBTAIN THE NEXT MESSAGE NUMBER TO BE ASSIGNED.
- 10-67 USED TO CAPTURE THE CIRCUIT AND TO INDICATE ALL UNITS AND STATIONS ARE TO COPY.
- 10-68 USED FOR "ATTEMPT-TO-LOCATE" MESSAGES, ETC.
- 10-69 TO INQUIRE IF, OR STATE THAT, A MESSAGE HAS BEEN RECEIVED.
- 10-70 GIVE LOCATION.
- 10-73 USED IN FORESTRY SERVICE WHEN SMOKE HAS BEEN OBSERVED. GIVE LOCATION OR COORDINATES.
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- 10-75 "10-75, 11?" "10-4, 10-75, #11."
- 10-76 "99 10-76 JONESVILLE 10-25 #2. 10-77 1600."
- 10-77 SEE 10-76 ABOVE.
- 10-82 USED BY TRAVELING PERSONNEL TO REQUEST A STATION TO OBTAIN LODGING RESERVATIONS. THE STATION SHOULD CONFIRM AFTER RESERVATIONS HAVE BEEN MADE.
- 10-84 TO REQUEST GENERAL INFORMATION ON AN INTENTION, OR AS A SPECIFIC INQUIRY REGARDING A PREVIOUS REQUEST. ("GET WITH IT IF YOU'RE GOING TO DO IT.")
- 10-85 "#2 10-85. 10-77 1630"
- 10-88 USED TO MAKE CERTAIN A PERSON IS AVAILABLE FOR A STATION TO STATION CALL, WHERE HE IS AT THE MOMENT.
- 10-90 GIVE LOCATION.
- 10-93 TO SET UP BLOCKADE IN CONNECTION WITH A CRIME - TO EXECUTE AN EXISTING BLOCKADE PLAN, OR SET UP A BLOCKADE AS THE SITUATION MAY REQUIRE.
- 10-96 TO ALERT AN OFFICER HE IS DEALING WITH A MENTAL CASE.
- 10-98 FOLLOW BY DETAILED INFORMATION AS SOON AS IT BECOMES AVAILABLE.
- 10-99 TO ALERT AN OFFICER HE IS DEALING WITH A PERSON WHO IS WANTED OR WHO MAY BE DRIVING A STOLEN VEHICLE WITHOUT ALARMING THE SUSPECT.

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E. PHONETIC ALPHABET

1. THERE ARE MANY DIFFERENT TYPES OF PHONETIC ALPHABETS, USUALLY DEPENDING ON THE AGENCY. THE PRIMARY PURPOSE IS TO SPELL UNUSUAL NAMES.
2. NO MATTER WHAT PHONETIC ALPHABET YOUR AGENCY USES, THE PURPOSE IS STILL THE SAME. YOU MUST KEEP IT SIMPLE TO AVOID CONFUSION.
3. THE PHONETIC ALPHABET HELPS TO MAKE THE RADIO MESSAGE CLEAR.
4. IF NAMES ARE OF COMMON SPELLING, STATE COMMON SPELLING.
5. PHONETIC ALPHABET:

STANDARD ALPHABET

A . . . . .	ADAM	N . . . . .	NORA
B . . . . .	BOY	O . . . . .	OCEAN
C . . . . .	CHARLES	P . . . . .	PAUL
D . . . . .	DAVID	Q . . . . .	QUEEN
E . . . . .	EDWARD	R . . . . .	ROBERT
F . . . . .	FRANK	S . . . . .	SAM
G . . . . .	GEORGE	T . . . . .	TOM
H . . . . .	HENRY	U . . . . .	UNION
I . . . . .	IDA	V . . . . .	VICTOR
J . . . . .	JOHN	W . . . . .	WILLIAM
K . . . . .	KING	X . . . . .	X-RAY
L . . . . .	LINCOLN	Y . . . . .	YOUNG
M . . . . .	MARY	Z . . . . .	ZEBRA

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## F. TRANSMITTING NUMBERS

1. WHEN TRANSMITTING NUMBERS YOU MUST BE SURE THAT YOUR MESSAGE IS RECEIVED COMPLETE.
2. THE PROPER WAY TO TRANSMIT NUMBERS IS IN A TWO-PART MANNER:
  - A. INTEGERS: EACH NUMBER SEPARATELY
  - B. WHOLE NUMBERS: TO MAKE IT COMPLETE  
EXAMPLE: 3-9-5-0 - (INTEGERS)  
3,950 - (WHOLE NUMBER)
3. EACH RADIO OPERATOR MUST BE AWARE OF A COMMON MISTAKE WHEN TRANSMITTING NUMBERS: THIS MISTAKE CONCERNS THE USE OF ZERO-OH.
  - A. ZERO IS FROM THE NUMERICAL FACTOR AND MUST BE TREATED AS A NUMBER.
  - B. OH IS FROM THE ALPHABET FACTOR AND MUST BE TREATED AS A LETTER.

## G. RADIO TRANSMISSION TECHNIQUES

1. MICROPHONE POSITION
  - A. THE POSITION OF THE MICROPHONE WILL AFFECT THE RECEPTION OF THE RADIO MESSAGE. EACH OF US HAS SOME SORT OF SPEECH IMPEDIMENT. THE PROPER USE OF THE MICROPHONE WILL HELP ELIMINATE THIS.
  - B. HOLD THE MICROPHONE AT A 45-DEGREE ANGLE ABOUT 1" TO 2" FROM YOUR MOUTH. SPEAK ACROSS THE FACE OF THE MICROPHONE, NOT DIRECTLY INTO IT. THIS WILL GIVE YOU THE CLEAREST BROADCAST.

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2. SPEAK IN A NORMAL VOICE

- A. SHOUTING INTO THE MICROPHONE WILL CAUSE DISTORTION. THE MICROPHONE IS BUILT TO RECEIVE A CERTAIN LEVEL OF VOLUME.
- B. DO NOT GET EXCITED. BY DISPLAYING EMOTION AND EXCITEMENT, YOU WILL EXCITE OTHERS.
- C. TAKE A DEEP BREATH, GATHER YOUR THOUGHTS, AND TRANSMIT YOUR MESSAGE.

3. TRANSMISSION KEY (MICROPHONE KEY)

- A. DEPRESS THE BUTTON FOR A SECOND BEFORE TRANSMITTING YOUR MESSAGE. THIS ALLOWS THE TRANSMITTER AND RELAY STATIONS TO REACH PEAK EFFICIENCY.

4. ORDER OF NON-EMERGENCY TRANSMISSION

- A. YOUR UNIT OR CALL SIGN - WAIT FOR ACKNOWLEDGMENT
- B. YOUR LOCATION
- C. YOUR MESSAGE

5. ORDER OF EMERGENCY TRANSMISSION

- A. YOUR UNIT OR CALL SIGN - INDICATE YOU HAVE AN EMERGENCY
- B. YOUR LOCATION
- C. YOUR MESSAGE - THEN REPEAT THE MESSAGE IF POSSIBLE

6. IN THE POLICE VEHICLE

- A. ALWAYS HAVE YOUR MICROPHONE READILY AVAILABLE.
- B. PLACE THE MIKE IN A POSITION THAT GIVES YOU EASY ACCESS, WHENEVER YOU ARE OUT OF YOUR VEHICLE.

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(1) YOU CAN PLACE THE MIKE ON THE DASH, OR YOU  
CAN HANG THE MIKE OUT THE WINDOW.

C. WHEN YOU ARE OPERATING FROM INSIDE YOUR VEHICLE,  
ALWAYS PLACE THE MIKE BACK INTO THE MIKE HOLDER.  
THAT WAY, THE NEXT TIME YOU NEED IT, YOU WILL  
KNOW WHERE TO LOCATE IT.

D. DO NOT PLACE MIKE UNDER YOUR LEG WHILE DRIVING.  
YOUR SHIFTING WEIGHT CAN KEY THE MIKE AND OPEN  
THE RADIO NET. YOUR KEYED MIKE CAN TIE UP THE  
WHOLE RADIO NET.

E. DO NOT ATTEMPT TO DRIVE WITH THE MIKE IN YOUR  
HAND. IT MAY BECOME WRAPPED AROUND THE STEERING  
COLUMN, ESPECIALLY DURING PURSUIT DRIVING, AND  
CAUSE YOU TO HAVE AN ACCIDENT.

#### H. RADIO COURTESY

1. ALWAYS MAKE SURE THE AIRWAY IS CLEAR BEFORE YOU ATTEMPT  
TO TRANSMIT.

A. YOU MUST MONITOR YOUR RADIO AND BE AWARE OF OTHER  
RADIO TRAFFIC.

B. FAILURE TO CHECK THE RADIO FOR RADIO TRAFFIC CAN  
CAUSE INTERFERENCE WITH ANOTHER UNIT'S TRANSMISSIONS,  
ESPECIALLY IF EITHER UNIT HAS AN EMERGENCY MESSAGE.

2. REQUEST RADIO CLEARANCE BY EITHER YOUR ASSIGNMENT NUMBER  
OR UNIT NUMBER. WAIT FOR THE DISPATCHER TO ACKNOWLEDGE  
YOU BEFORE YOU TRANSMIT YOUR MESSAGE.



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3. YOU MUST LEARN TO AVOID VOICE REFLECTIONS.
    - A. DISGUST, IMITATIONS, SARCASM, AND ANGER CAN HAVE AN EFFECT ON YOUR MESSAGES.
  4. DO NOT ATTEMPT TO ARGUE OVER THE RADIO--SOMEONE ELSE MIGHT NEED THE AIRWAY FOR AN EMERGENCY.
    - A. USE THE TELEPHONE.
  5. WHEN YOUR UNIT IS CALLED, ALWAYS ACKNOWLEDGE RECEIPT OF A RADIO MESSAGE RIGHT AWAY.
  6. IT IS IMPORTANT TO GIVE YOUR LOCATION AT THE TIME YOU RECEIVE A RADIO MESSAGE.
    - A. THE DISPATCHER DOES NOT KNOW YOUR LOCATION UNLESS YOU TELL HIM.
    - B. BY ADVISING THE DISPATCHER OF YOUR LOCATION, HE CAN DETERMINE IF YOU ARE OUT OF POSITION. ANOTHER UNIT MIGHT BE CLOSER. THIS IS PARTICULARLY IMPORTANT IN EMERGENCY SITUATIONS.
  7. USE THE RADIO FOR OFFICIAL BUSINESS ONLY.
    - A. A GOOD PRACTICE TO REMEMBER IS THAT THE RADIO MESSAGES ARE SHORT, COMPLETE, AND TO THE POINT.
    - B. USE THE TELEPHONE FOR COMPLICATED MESSAGES OR ASSIGNMENTS.
  8. SERVICE STATUS
    - A. ALWAYS ADVISE THE DISPATCHER OF YOUR STATUS.
    - B. NEVER LEAVE OR TURN OFF YOUR RADIO WITHOUT FIRST NOTIFYING THE DISPATCHER.
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- C. WHEN GOING OUT OF SERVICE (10-7 - 10-6), GIVE YOUR LOCATION. IF AN EMERGENCY DEVELOPS, THE DISPATCHER WILL KNOW WHERE YOU CAN BE LOCATED.
- 9. CARE AND RESPONSIBILITY OF THE RADIO
    - A. YOUR RADIO MUST BE SECURE AT ALL TIMES. IT IS YOUR RESPONSIBILITY!!
    - B. A RADIO IS A VERY EXPENSIVE PIECE OF EQUIPMENT. IF YOU LOSE IT, AND NEGLIGENCE CAN BE PROVEN, YOU JUST MIGHT HAVE TO PAY FOR IT.
- I. REGULATIONS AFFECTING FEDERAL AGENCIES
    - 1. THE FEDERAL COMMUNICATION COMMISSION DOES NOT REGULATE FEDERAL LAW ENFORCEMENT AGENCIES.
    - 2. FEDERAL AGENCIES ARE SELF-REGULATED WITH THE COORDINATION OF THE INTERDEPARTMENT RADIO ADVISORY COMMITTEE (I.R.A.C.)
      - A. I.R.A.C. IS RESPONSIBLE FOR ASSIGNING FREQUENCIES TO FEDERAL AGENCIES.
    - 3. EACH AGENCY HAS ITS OWN SET OF RADIO REGULATIONS.
      - A. EVEN THOUGH EACH AGENCY IS SELF-REGULATED, IT MUST ABIDE BY THE STATUTES ENFORCED BY THE F.C.C.

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J. GENERAL INFORMATION

2400 HOUR TIME

<u>2400 HOUR TIME</u>	<u>12 HOUR TIME</u>
2400	MIDNIGHT (TWENTY-FOUR HUNDRED)
0001	ONE MINUTE AFTER MIDNIGHT, (ZERO ZERO ZERO ONE)
0015	QUARTER PAST MIDNIGHT, (ZERO ZERO ONE FIVE)
0045	45 MINUTES PAST MIDNIGHT, (ZERO ZERO FOUR FIVE)
0100	ONE O'CLOCK IN THE MORNING, (ZERO ONE HUNDRED)
0130	ONE THIRTY AM (ZERO ONE THREE ZERO)
0200	2 AM (ZERO TWO HUNDRED)
0300	3 AM
0400	4 AM
0500	5 AM
0600	6 AM
0700	7 AM
0800	8 AM
0900	9 AM
1000	10 AM (TEN HUNDRED)
1100	11 AM (ELEVEN HUNDRED)
1200	NOON

(CONTINUED)

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(2400 HOUR TIME CONTINUED)

2400 HOUR TIME

1201

1215

1300 (ADD 100 TO 1200)

1345 (ADD 0045 TO 1300)

1400 (ADD 200 TO 1200)

1500 (ADD 300 TO 1200)

1600 (ADD 400 TO 1200)

1700 (ADD 500 TO 1200)

1800 (ADD 600 TO 1200)

1900 (ADD 700 TO 1200)

2000 (ADD 800 TO 1200)

2100 (ADD 900 TO 1200)

2200 (ADD 1000 TO 1200)

2300 (ADD 1100 TO 1200)

12 HOUR TIME

ONE MINUTE AFTER NOON (TWELVE  
ZERO ONE)

QUARTER PAST NOON (TWELVE FIFTEEN)

1 PM (THIRTEEN HUNDRED)

1:45 PM (THIRTEEN FORTY-FIVE)

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM (TWENTY HUNDRED)

9 PM (TWENTY ONE HUNDRED)

10 PM

11 PM

# STANDARD DESCRIPTIONS OF PERSONS

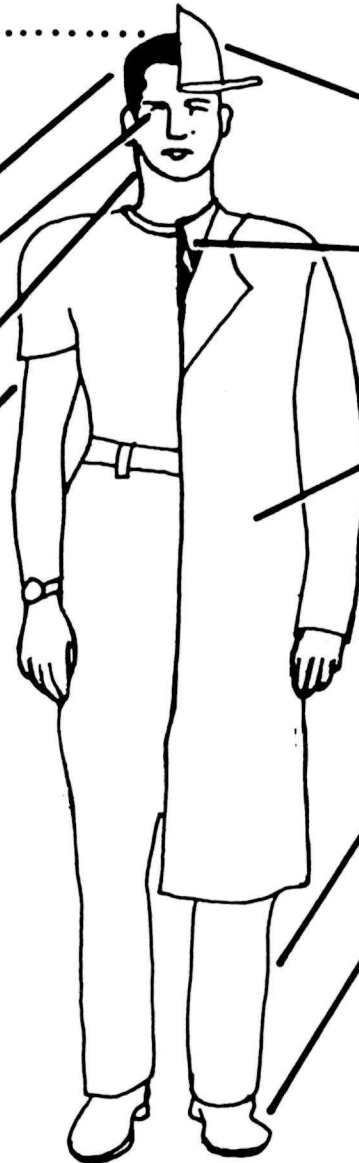
ALWAYS GET IN THIS ORDER  
OMIT ANY ITEM YOU DO NOT HAVE

## START

1. NAME
2. SEX
3. RACE
4. AGE
5. HEIGHT
6. WEIGHT
7. HAIR
8. EYES
9. COMPLEXION
10. PHYSICAL  
(MARKS, SCARS, LIMP, ETC.)

## FINISH

11. CLOTHING  
HEAD TO FOOT
  - A. HAT
  - B. SHIRT OR TIE
  - C. COAT
  - D. TROUSERS
  - E. SOCKS
  - F. SHOES



### MEMORIZE THE SEQUENCE!

USE IT ON THE AIR, ON THE  
TELEPHONE, AND IN TAKING  
DESCRIPTIONS

*get it on the air!  
seconds count*

*don't talk too fast!  
the other man has to copy it*

*break frequently  
on long descriptions!*

JOHN DOE

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K. GENERAL BROADCAST INFORMATION

1. BROADCAST FOR TRAFFIC STOP

A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.

B. ADVISE DISPATCHER YOU HAVE A TRAFFIC STOP.

(1) GIVE YOUR LOCATION

(2) GIVE TAG NUMBER AND STATE

(3) GIVE TYPE OF VEHICLE AND COLOR

EXAMPLE: UNIT 101 (ACKNOWLEDGMENT) HOLD ME OUT OF SERVICE WITH A TRAFFIC STOP, RT. 193 AND THE BALTIMORE WASHINGTON PARKWAY, BKL-413 MARYLAND ON A BLUE-OVER-WHITE OLDSMOBILE.

2. BROADCAST FOR A VEHICLE LOOKOUT

A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.

B. ADVISE DISPATCHER YOU HAVE A GENERAL BROADCAST LOOKOUT.

(1) BE ON THE LOOKOUT FOR: YEAR, MAKE, MODEL, COLOR, BEARING TYPE TAGS, (STATE AND NUMBER), WANTED IN CONNECTION WITH.

EXAMPLE: UNIT 101 (ACKNOWLEDGMENT) I HAVE A GENERAL BROADCAST FOR ALL UNITS. BE ON THE LOOKOUT FOR A 1975 FORD STATION WAGON, WHITE IN COLOR, BEARING VIRGINIA TAGS, VLR-690, LAST SEEN N/B ON THE 14TH ST. BRIDGE. VEHICLE IS WANTED IN CONNECTION WITH A HIT-AND-RUN ACCIDENT WHICH OCCURRED AT 1330 HOURS.



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3. BROADCAST FOR A PERSON OR SUSPECT

- A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.
- B. ADVISE DISPATCHER YOU HAVE A GENERAL BROADCAST LOOKOUT, AND GIVE YOUR LOCATION.

(1) BE ON THE LOOKOUT FOR: RACE, SEX, HEIGHT, WEIGHT, COLOR OF HAIR, ANY UNUSUAL CHARACTERISTICS, TYPE OF CLOTHES, LAST SEEN.

EXAMPLE: UNIT 101 (ACKNOWLEDGMENT) I HAVE A BROADCAST LOOKOUT FOR ALL UNITS. BE ON THE LOOKOUT FOR A WHITE MALE, 25 TO 30 YEARS, 6' TO 6'2", 190 TO 200 POUNDS, WITH BLACK HAIR. SUBJECT IS WEARING A WHITE T-SHIRT AND BLUE JEANS, AND BLACK SHOES. SUBJECT LAST SEEN IN ALLEY, REAR OF 1515 W. ST., N.W. SUBJECT IS WANTED FOR QUESTIONING IN REFERENCE TO ARMED ROBBERY AT THIS LOCATION.

4. STOLEN AUTO CHECK

- A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.
- B. ADVISE DISPATCHER THAT YOU NEED A STOLEN AND NCIC CHECK ON A VEHICLE. GIVE THE TAG NUMBER, STATE, MAKE, MODEL, COLOR OF VEHICLE. THEN FOLLOW WITH YOUR LOCATION.

EXAMPLE: UNIT 101 (ACKNOWLEDGMENT) I NEED A STOLEN CHECK AND NCIC CHECK ON BKL 412, MARYLAND, ON A 1975 FORD STATION WAGON, WHITE IN COLOR. MY LOCATION IS RT. 495 AND RT. 193.

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5. STOLEN ARTICLE CHECK

- A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.
- B. ADVISE DISPATCHER THAT YOU NEED A STOLEN CHECK ON AN ARTICLE THROUGH NCIC. GIVE TYPE OF ARTICLE, SERIAL NUMBER, MODEL NUMBER, AND BRAND NAME.

EXAMPLE: UNIT 101 - WAIT (ACKNOWLEDGMENT) I WOULD LIKE AN NCIC CHECK FOR STOLEN ARTICLE. THE ARTICLE IS A TV SET; SERIAL NUMBER 8043372, MODEL NUMBER 3809, MAKE RCA.

6. REGISTRATION CHECK

- A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.
- B. ADVISE DISPATCHER THAT YOU NEED A VEHICLE REGISTRATION CHECK (10-28) ON A VEHICLE. GIVE TAG NUMBER, STATE, MAKE, MODEL, AND COLOR.

EXAMPLE: UNIT 101 (ACKNOWLEDGMENT) I NEED A 10-28 ON A VEHICLE: TAG OU-812, NEW YORK, CHEVROLET, VEGA, GREEN IN COLOR. MY LOCATION IS 13TH AND CONSTITUTION AVE., N.W.

7. DRIVER LICENSE CHECK

- A. UNIT NUMBER - WAIT FOR ACKNOWLEDGMENT FROM DISPATCHER.
- B. ADVISE DISPATCHER THAT YOU NEED A DRIVER'S LICENSE CHECK (10-27). GIVE THE DISPATCHER THE SUBJECT'S NAME: LAST, FIRST, MIDDLE. THEN GIVE DOB, ADDRESS, SOCIAL SECURITY NUMBER, AND STATE OF DRIVER'S LICENSE.

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EXAMPLE: UNIT 101 - (ACKNOWLEDGMENT) I NEED A 10-17 ON JACKSON, ROBERT LAWRENCE; DOB 7-17-43; ADDRESS - 512 UPTON ST., DUBLIN, PENN.; SOCIAL SECURITY NUMBER 412-60-9371. SUBJECT CLAIMS A PENN. DRIVER'S LICENSE.

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## NATIONAL CRIME INFORMATION CENTER (NCIC)

### I. PRESENTATION:

THE NATIONAL CRIME INFORMATION CENTER (NCIC) IS A SERVICE ORIENTED COMPUTER WHICH IS DESIGNED TO HELP LAW ENFORCEMENT PERSONNEL APPREHEND WANTED SUBJECTS AND RECOVER STOLEN ARTICLES. INCORPORATED IN THE ABOVE ARE A MISSING PERSONS FILE, A SECURITIES FILE, AND A NAME FILE--ALL OF WHICH CAN BE VALUABLE TOOLS FOR THE LAW ENFORCEMENT OFFICER.

AS WITH ANY COMPUTER, ITS USE IS AFFECTED BY THE INFORMATION FED INTO IT. THE MORE COMPLETE THE INFORMATION, THE BETTER THE COMPUTER. THE FOLLOWING WILL GIVE YOU AN IDEA AS TO WHAT INFORMATION IS NEEDED BY THE COMPUTER OPERATOR FOR COMPLETE INQUIRY AND WHAT INFORMATION IS RETURNED BY THE COMPUTER.

A. NO MATTER WHAT TYPE OF INQUIRY IS ENTERED INTO THE COMPUTER, THE FIRST INFORMATION RETURNED WILL BE:

1. WHETHER THE ITEM OR SUBJECT IS WANTED
2. WHETHER A SUBJECT HAS A WARRANT OUTSTANDING
3. WHETHER OR NOT THERE IS A MISSING PERSON INVOLVED
4. ANY OTHER INFORMATION REQUESTED

B. NCIC INQUIRIES AND FORMATS

1. VEHICLE INQUIRIES

- A. NCIC DEFINES A VEHICLE AS ANY MOTOR-DRIVEN VEHICLE WHICH IS DESIGNATED TO CARRY AN OPERATOR. THIS IS TO INCLUDE BIKES, TRAILERS, AND AIRCRAFT, BOATS.

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B. ~~THE EXCEPTION IS BOATS. NCIC DOES NOT CARRY A FILE ON BOATS.~~

C. REQUIREMENTS FOR A VEHICLE INQUIRY:

(1) LICENSE PLATE NUMBER AND STATE

(2) VEHICLE SERIAL NUMBER (VIN NUMBER)

(3) MAKE, MODEL, AND COLOR OF VEHICLE

(4) ANY COMBINATION OF: (1) AND (2) OR (1) AND (3)  
OR (2) AND (3)

D. NCIC WILL AUTOMATICALLY SEARCH ITS RECORDS WHENEVER A LICENSE PLATE NUMBER IS FED INTO IT.

(1) SIMPLY BY USING A LICENSE PLATE NUMBER, YOU CAN OBTAIN INFORMATION REGARDING WANTS, WARRANTS, OR MISSING PERSONS.

E. NCIC DOES NOT GIVE STATE REGISTRATION INFORMATION.

F. REGISTRATION INFORMATION MUST BE OBTAINED AT THE STATE LEVEL.

## 2. FIREARMS

A. REQUIREMENTS FOR INQUIRY

(1) SERIAL NUMBER OR BUTT NUMBER, MAKE, MODEL AND CALIBER.

(A) THIS COMPLETE INFORMATION HELPS TO NARROW THE INQUIRY TO ONE GUN.

(2) SERIAL NUMBER OR BUTT NUMBER, AND MAKE.

(A) THIS TYPE OF INQUIRY CAN BE MADE WITHOUT FULL INFORMATION. ONE PROBLEM WHICH DEVELOPS

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WITH THIS TYPE OF INQUIRY IS THAT AFTER THE WANTS, WARRANTS, AND MISSING PERSONS INFORMATION IS RETURNED, THE MACHINE WILL RETURN INFORMATION ON ANY GUN WITH THAT SERIAL NUMBER, MADE BY THAT PARTICULAR COMPANY, THAT WAS STOLEN OR USED IN A CRIME.

(3) SERIAL NUMBER OR BUTT NUMBER AND CALIBER

(A) THIS TYPE OF INQUIRY CAN BE MADE WITHOUT FULL INFORMATION. ONE PROBLEM WHICH DEVELOPS WITH THIS TYPE OF INQUIRY IS THAT AFTER THE WANTS, WARRANTS, AND MISSING PERSONS INFORMATION IS RETURNED, YOU WILL GET ANY GUN WITH THAT SERIAL AND CALIBER THAT WAS STOLEN OR USED IN A CRIME. THE RETURN CAN BE NUMEROUS.

(4) SERIAL NUMBER ONLY

YOU WILL GET THE USUAL INFORMATION ON WANTS, WARRANTS, AND MISSING PERSONS. THEN YOU WILL GET ANYTHING IN THE COMPUTER WITH THAT SERIES OF NUMBERS. THE RESULTS CAN MEAN PAGES OF WORTHLESS INFORMATION.

(5) NCIC DOES NOT GIVE GUN REGISTRATION INFORMATION.

YOU MUST EITHER CONTACT ATF OR LOCAL STATE AGENCY FOR GUN REGISTRATION INFORMATION.

3. AIRCRAFT

A. REQUIREMENTS FOR INQUIRY

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- (1) SERIAL NUMBER, MAKE, AND MODEL
    - (A) THE SERIAL NUMBER OF AN AIRCRAFT IS SECURED IN THE COCKPIT OF THE PLANE. THIS LIMITS YOUR ACCESS BECAUSE IT MEANS THE CRAFT MUST BE ON THE GROUND IN ORDER TO RETRIEVE THIS INFORMATION.
  - (2) NCIC DOES NOT GIVE REGISTRATION INFORMATION.
  - (3) THE FEDERAL AVIATION ADMINISTRATION NUMBERS ON THE FUSELAGE AND ACROSS THE WINGS ARE YOUR BEST SOURCES OF INFORMATION.
    - (A) SIMPLY CALL ANY FAA TOWER AND REQUEST A LISTING OF THE FAA NUMBERS. YOU CAN LEARN WHO OWNS THE PLANE, ITS HOME PORT, AND WHETHER OR NOT A FLIGHT PLAN HAS BEEN FILED. (THIS CAN BE DONE WITH THE CRAFT IN FLIGHT AND YOU ON THE GROUND.)

#### 4. BOATS

- A. NCIC DOES ~~NOT~~ KEEP A FILE ON BOATS BECAUSE OF THE DIFFICULTY IN MAKING A POSITIVE IDENTIFICATION OF THE CRAFT.
  - (1) NUMEROUS BOATS ARE REGISTERED IN FOREIGN PORTS.
  - (2) HOMEMADE BOATS ARE NOT REQUIRED TO HAVE SERIAL NUMBERS.
- B. HOW TO OBTAIN INFORMATION ON BOATS
  - (1) ON SMALLER CRAFT, EACH STATE REQUIRES REGISTRATION NUMBERS TO BE DISPLAYED ACROSS THE BOW OF THE BOAT.

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THIS SERIES OF NUMBERS GIVES THE ABBREVIATED LETTERS OF THE STATE FOLLOWED BY THE STATE REGISTRATION NUMBERS.

(A) REGISTRATION INFORMATION CAN BE OBTAINED FROM THE LOCAL GAME COMMISSION, MARINE POLICE, OR THE U.S. COAST GUARD.

(2) LARGER CRAFT WITH NO STATE REGISTRATION NUMBERS ON THE BOW WILL HAVE A REGISTERED NAME ACROSS THE REAR, ALONG WITH THE NAME OF THE CRAFT'S HOME PORT.

(A) THE NAME IS REGISTERED WITH THE U.S. COAST GUARD.

C. OTHER INFORMATION AVAILABLE:

1. ARTICLES (TV'S, STEREOS, TAPEPLAYERS, ETC.)

A. REQUIREMENTS FOR INQUIRY

(1) TYPE OF ARTICLE, SERIAL NUMBER, MODEL, AND BRAND NAME. THIS INFORMATION WILL NARROW THE RETURN DOWN TO ONE ARTICLE.

(2) THE RETURNED INFORMATION WILL INCLUDE WANTS, WARRANTS, AND MISSING PERSONS INFORMATION AND WHETHER OR NOT IT WAS REPORTED STOLEN OR INVOLVED IN A CRIME.

(3) INQUIRY CAN BE MADE BY SERIAL NUMBER ONLY

(A) RETURN INFORMATION WILL INCLUDE ANYTHING IN THE COMPUTER WITH THAT SERIES OF NUMBERS.



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THE RETURN WOULD BE TOO NUMEROUS TO BE OF  
VALUE.

(4) TIRES HAVE BATCH NUMBERS WHICH MEANS THERE ARE  
APPROXIMATELY 10,000 TO A BATCH.

(A) RADIAL TIRES HAVE INDIVIDUAL SERIAL NUMBERS  
AND CAN BE TRACED TO DEALERS WHO, IN TURN,  
CAN ADVISE AS TO PURCHASER OF THE TIRE.

2. SECURITIES (BONDS)

A. INQUIRY REQUIREMENTS

(1) TYPE, SERIAL NUMBER, AND DENOMINATION

3. STOLEN MONEY

A. INQUIRY REQUIREMENTS

(1) SERIAL NUMBER AND DENOMINATION

4. FOOD STAMPS

A. NUMBER OF STOLEN FOOD STAMPS

5. WANTED OR MISSING PERSONS

A. INQUIRY REQUIREMENTS

(1) NAME: LAST, FIRST, MIDDLE; SEX; RACE; DATE OF  
BIRTH; AND ANY IDENTIFICATION NUMBERS

(2) NICKNAMES, SPECIAL CHARACTERISTICS (SCARS,  
TATTOOS, MISSING FINGERS, ETC.)

(3) INQUIRIES REGARDING A WANTED OR MISSING PERSON  
CAN ALSO BE MADE BY GIVING LICENSE PLATE NUMBER

D. SPECIAL INTEREST

1. PROBABLE CAUSE

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- A. A NCIC HIT MAY NOT CONSTITUTE PROBABLE CAUSE TO ARREST (TIME IS THE FACTOR).
- (1) IF AN OFFENSE OCCURRED YESTERDAY, THEN YOU WOULD HAVE PROBABLE CAUSE. THE LONGER THE TIME PERIOD, THE WEAKER THE PROBABLE CAUSE.
- B. YOU MUST HAVE OTHER FACTS OR EVIDENCE TO EFFECT AN ARREST FOR PROBABLE CAUSE
- C. ALL NCIC HITS MUST BE CONFIRMED WITH THE ORIGINATING AGENCY
- (1) THE PHONE NUMBER OF THE ORIGINATING AGENCY PRINTS OUT WITH THE ORIGINAL RETURN.
- D. ALL PRINTOUTS FROM NCIC SHOULD BE RETAINED.
- (1) ANY TIME NCIC RECORDS A HIT, YOU WILL RECEIVE A PRINTOUT. THIS PRINTOUT CAN JUSTIFY YOUR PROBABLE CAUSE AND ALSO ESTABLISH THAT YOU ACTED IN GOOD FAITH.
- E. ALL NCIC RECORDS ARE COVERED BY THE PRIVACY ACT OF 1974.
- (1) CERTAIN NCIC USES ARE PROHIBITED
- (A) TO BE USED FOR LAW ENFORCEMENT PURPOSES ONLY

