



# RADIO SYSTEM

Enforcement Division

Policy Number: LE 5.01.02

Effective Date: 2/1/08

## POLICY

The Texas Alcoholic Beverage Commission (TABC) will maintain a radio system comprised of mobile units and base stations in order to facilitate communication within the Enforcement Division and with other law enforcement agencies. CPOs will use the radio system in an efficient, effective, and professional manner.

## PROCEDURES

### a. Assignment of Unit Numbers.

1. A district supervisor will assign a four-digit unit number to each CPO in the district. The supervisor will notify the Fleet Safety Coordinator in writing of the assigned numbers and any change in assigned numbers.
2. The first two digits of a unit number indicate the region.

Region	First Two Digits of Unit Number
ONE	61
TWO	62
THREE	63
FOUR	64
FIVE	65

3. The third and fourth digits of a unit number indicate the specific unit. Typically, the lower numbers are assigned to supervisors.
4. CPOs acting undercover will use their usual unit number.

### b. Radio Operator Procedures.

1. Operators will use radio procedures consistent with those used in their local area.
2. Station Identification.
  - The FCC requires station identification. Stations must broadcast their station identification at least every thirty minutes or at the end of each transmission or a series of transmissions.

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- Base stations will announce station identification at the end of each transmission or a series of transmissions.
  - Base stations will announce the station identification at the beginning and end of each workday.
3. Radio Activity Log. The base operator will record communications with the base in the *Radio Activity Log*.
  4. Operators will respond to radio transmissions addressed to their unit number or base station. Answering radio calls will usually take precedence over other activities.
  5. Operators will use the normal verbal speech and communication methods consistent with the local area when communicating via radio.
  6. Operators should plan each transmission to ensure accuracy and convey the intended meaning.
  7. Operators will break lengthy transmissions into segments to allow the receiving unit or station to verify the message and to allow emergency traffic to break in. Operators will yield to units conveying emergency information.
  8. Operators will speak in an impersonal and professional manner and remain pleasant, helpful, and courteous at all times.
  9. Operators will refer to members of the Commission by radio call number or by title and surname.
  10. Operators will speak in a normal voice with their mouth close to and directly in front of the microphone. Operators will speak slightly slower than normal conversation speed.
  11. Operators will use the same tone level to make each syllable more easily understood.
  12. Operators will not speak loudly as this distorts the voice and does not increase the signal strength of the equipment.
  13. Before using the radio, the operator will listen to determine that the channel is not being used.
  14. Operators will key the transmitter a second before speaking to prevent the loss of the initial part of the transmission.
  15. If an operator does not receive a response after the first call, the operator will repeat the call after 30 seconds. The operator will continue to repeat the call at reasonable intervals until answered, depending upon the urgency of the message.
  16. An operator will not acknowledge the receipt of a transmission unless the operator is certain that the he or she has correctly understood the message. An operator will verify unclear information with the transmitting operator.

17. When leaving a radio unattended, the operator will announce the station and the amount of time that the operator will be away. The operator will also announce his or her return.

18. Calling and Answering.

- A base station operator will use the official agency name of the base station for identification. Example: TABC Bryan—Brazos County S.O.
- A unit operator will use the official agency name for their base station and his or her specific unit number. Example: TABC Bryan—Brazos County # 123.

19. Emergency Traffic.

- When a condition exists that endangers the life or safety of CPOs or citizens, an operator or supervisor may direct units to transmit only emergency communications.
- If a sergeant or supervisor is present at a base station during an emergency situation, the base station operator will notify the sergeant or supervisor of the situation. The sergeant or supervisor will monitor the situation and make decisions as necessary.
- If units or stations unaware of an emergency situation interfere with communication, an operator will courteously advise the unit or station of the emergency condition.
- Units or stations without emergency transmissions will refrain from using the radio system until the emergency situation is over.
- When the emergency situation has concluded, the base station operator will announce to units and stations that normal communication may be resumed.
- The base operator will record the emergency situation in the *Radio Activity Log*, and will create additional reports regarding the incident as requested by a supervisor.

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**FORMS**

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*Radio Activity Log*

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