

A. P. C. O.
POLICE RADIO - 'PHONE
OPERATING PROCEDURE
MANUAL



ASSOCIATED POLICE COMMUNICATION OFFICERS, INC.

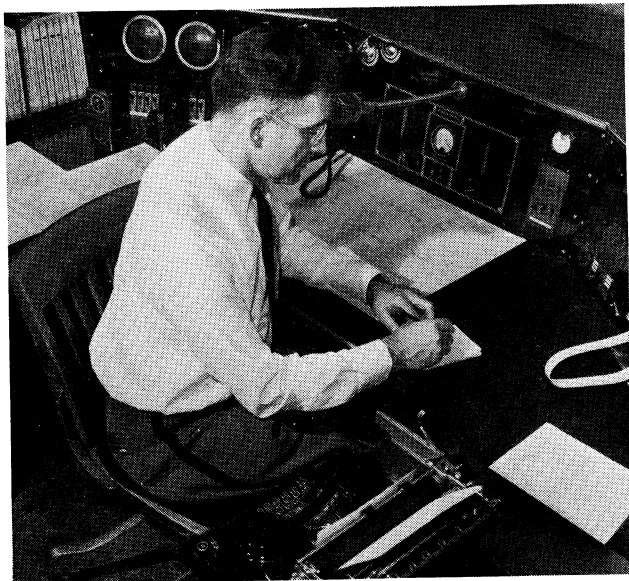
A MANUAL OF
BASIC OPERATING PROCEDURE
FOR
POLICE RADIOTELEPHONE STATIONS
BY
THE A. P. C. O., INC.



**ASSOCIATED POLICE COMMUNICATIONS
OFFICERS, INC.**

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WRITTEN AND COMPILED BY
THE STATE STANDARDS COMMITTEE



A TYPICAL MUNICIPAL
POLICE RADIO DISPATCHING CONSOLE

FOREWORD

In the following manual we present a basic operating procedure for the radio system of any police department. This is the first time that any such attempt has been made on a national scale. We realize that it is only a start and welcome any advice and criticism. The material presented herein has been compiled and written from procedures that were submitted after a request to all members of this organization had been made.

We wish to extend our thanks and appreciation to the following contributors:

- The Federal Communications Commission
Communications Act of 1934 as amended.
Rules and Regulations.
- The U. S. Department of Agriculture
Forest Service,
Radio Handbook.
- The State of Illinois
Coordinator of All Law Enforcement Agencies
Within the State of Illinois.
The Division of Police Communications
In Conjunction with the Illinois Chapter of The Associated
Police Communication Officers, Inc.
A Manual of Operating Procedure for Police Radio Stations.
- The Commonwealth of Virginia
Department of State Police,
Communications Manual.
- The State of Indiana
Indiana State Police
Manual of Basic Procedure and other contributions.
- State of West Virginia
Department of Public Safety,
Operating Procedure.
- The City of Los Angeles, California,
Police Department,
Police Radio Station Operating Procedure.
- The City of West Bend, Wisconsin,
Police Department,
Advice and Criticism.
- The City of Milwaukee, Wisconsin,
Police Radio Bureau,
Milwaukee Police Department Radio Operating Instructions.

Material contained herein has been taken from all of the above mentioned contributions.

In this manual we attempt to give only a basic procedure. This can be varied to suit the needs of the individual department.

We trust that this Procedure will find National approval, as much research and work has been put upon it. We present it with high hopes that it may be the beginning of a much needed National Police Radio-telephone Operating Procedure:—

The Associated Police Communication Officers, Inc.

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CHAPTER 1

THE ASSOCIATED POLICE COMMUNICATION OFFICERS, Inc.

What is the Associated Police Communication Officers? It is an organization of Police Communication Officers, Engineers, Chiefs of Police and others, vitally interested in police communications, banded together in a serious endeavor to improve police communications in all its phases.

Ever since men have had armed forces, communications in one form or another have been a vital factor in their success or failure. Primitive man's thumping on great hollow logs or drums called forth warriors to fight the common foe in earth's dawn civilization. The Indian with his smoke signals and the lighting of great fires in relays across hundreds of miles, the runners of Marathon telling of the Greek Armies' victory over the Persians in 490 B. C. The pony express, the telegraph, telephone and finally radio, are a few of man's steps in his struggle for improved communications.

The police, being society's army and first line of defense against the forces of evil have, ever since their inception, striven for increased efficiency in their communications. The call light, the pull box and Gamewell systems were attempts to secure rapid communications; but these were not entirely satisfactory as there was no means of readily contacting men who were in a squad car until they called in.

In the meantime, transportation had increased unbelievably in speed so that a criminal could commit a crime in one city and seek refuge in another hundreds of miles away. Radio offered the only means of keeping ahead of the criminal. *It is the only weapon available to the police and NOT TO THE CRIMINAL.* Through seemingly insurmountable difficulties was waged an epic struggle, which should go down in history as one of the greatest triumphs of mankind over the elements. Radio Amateurs in their attics, Research workers in their laboratories, Engineers making practical application of theoretical knowledge; All these men working with untiring devotion have brought radio to its present state of perfection. Now the police can talk to a moving squad over miles of terrain. Now at last a rapid, effective method of broadcasting to a number of stations is possible. Now networks may be formed to summon instant aid to a station or squad in distress. Now the criminal cowers in his lair with fear of this great and powerful weapon. A weapon more potent than any gun ever invented. A weapon which brings knowledge to all police departments and knowledge is the great light which drives all crime before it.

This, then is the background and heritage of the Associated Police Communication Officers. A group of men brought up in the knowledge of their solemn responsibilities to "carry on" and "get the message through" regardless of personal sacrifice. A group of men who feel that duty is a responsibility, not that responsibility is merely a duty.

All police communication officers, police radio engineers, radio operators, technicians and dispatchers are eligible for membership in the APCO. Your membership and participation in this not-for-profit police communications group, will further the improvement of police communication facilities.

You are invited to join the APCO. The annual dues for Active Membership are \$3.00 and \$2.00 per year for Associate Membership. Either class of membership will bring you the regular monthly issue of the

APCO BULLETIN

which will keep you up-to-date on current developments in the police communications field. Write to the National Secretary for further information.

CHAPTER 2

INTRODUCTION TO THE OPERATING PROCEDURE

No matter what degree of technical perfection is achieved in police radio stations, the benefits derived therefrom can be quite unsatisfactory and incomplete if operators are unacquainted with, and fail to use, efficient operating procedure. It should always be born in mind that the Communication system is a weapon and like all weapons is valueless if its correct use is not thoroughly understood. If you know how to shoot a gun well, it is a valuable weapon, if you do not, the best gun in the world would be of less use to you than the spear of a savage!

Every time a police radio station goes on the air, that police department is being advertised to all listeners, both within the Communications system and on the outside, to the listening public. An impression is created which may be good or bad. If the operation of the Radio System sounds efficient, the listener will decide that the entire department is likewise efficient.

The loss of time, due to transmission of superfluous words, can be considerable in the course of a year. This time can be considered entirely wasted. Some phrases sound silly and are entirely lacking in practical police value.

The operator who is new at police communications is entering a field which is almost entirely strange to him. Many practices considered by police the best form would cause a ship or land station operator to wonder how the information is ever put across and understood. On the other hand, an experienced police operator would feel at a loss to understand the practice of a ship or land station if he had not worked in one.

In the following material is shown what is believed to be the most correct and efficient manner of operating a police radio station. The content of the messages in the following examples is of little interest. We are primarily concerned with a study of the *manner in which* these messages are given.

CHAPTER 3

THE RESPONSIBILITY OF THE DISPATCHER

The Dispatcher is the one who sends out the radio message from a police station no matter whether he be Radio Operator, Desk Sergeant, Police Officer or Clerk.

The Dispatcher is the voice of his department and it will surely stand or fall by what he does.

Extreme level headedness, common sense, and quick decision are the prime requisites of a good dispatcher. He must have an intimate knowledge of the area served by his department as well as all contacts between his station and other departments. His clear, calm, steady voice on the air brings confidence to the men in the squads. Many a chase has been hampered by the dispatcher transmitting his nervousness and excitement to the squads through loss of control. He must attack each situation calmly, seeing to it that the necessary equipment is at hand when and where needed.

The more a dispatcher can do in the way of following up, cancelling messages where the subjects have been apprehended, employing good accurate, clean cut procedure, using his head as a Police Officer and thinking every situation through, the more valuable he is to his department. There is no excuse for a dispatcher who sends equipment to *North* Main Street when he receives a call from *South* Main Street. There is no excuse for a dispatcher who talks so sloppily on the air that no one can understand him. There is no excuse for a dispatcher who fails to consider others on the same wave-length as his station and puts out long messages without giving the other an occasional chance to "break in" for emergency traffic.

The dispatcher should always bear in mind that he is part of a deadly, efficient weapon, but a weapon which depends upon each of its parts, — Equipment, engineers, and dispatchers, to function smoothly and efficiently and whose operation it is within his power to render effective or useless.

CHAPTER 4

GENERAL PROCEDURE

Pronounce words distinctly and rather slowly; the normal dispatch rate should be between 40 and 60 words a minute.

Make your voice as emotionless as possible on the air regardless of the situation. Emotion tends to distort the voice and render it incapable of being copied. Attempt to make your voice a regular monotone; police stations are not broadcast stations; police messages require no expression but a high degree of intelligibility. Also, when you show anger on the air, you only become the laughing stock of those who listen to you.

Keep your face close to the microphone and speak rather softly. The radio has all the amplification it needs and above a certain point, it distorts the signal so that it is absolutely unintelligible. When you go for a drive in your car, you let the motor do the work; getting away from the microphone and screaming is equivalent to pushing your car, instead of letting the motor do it. The radio has plenty of power—let it do the work.

Be impersonal on the air. Never use the name of the person to whom you are speaking or “I”—referring to yourself. Refer to members of the force by star numbers or other designation. Your station is not licensed for person-to-person communication.

Don't guess. Check all doubtful words with the sending operator. Never receipt (10-4) for a message until definitely sure that the message is correct in every detail.

Don't try to be humorous on the air. It never sounds as funny as you think it does. If it did, you could be getting a big salary in the broadcast industry!

Any transmission longer than 30 seconds should be broken up at 30-second intervals by using the words, “10-4 so far?”, and waiting for about 2 or 3 seconds before resuming transmission. This accomplishes two things: 1) It allows the station copying to assure you that he is receiving the message; or, if not, to ask for a repeat. 2) It allows any other station who may have an emergency transmission to go ahead without waiting, where minutes might be valuable.

All numbers should be given first as individual numbers and then repeated, reading the number as a whole. The number 186,757, for example, would read: “One eight six, seven five seven; one hundred eighty six thousand seven hundred fifty seven.” It is practically im-

possible to make an error in receiving a number when it is given in this manner.

The tone signal is a very useful part of police communications and should be incorporated into every central station installation. However, in stations which have it, the tendency seems to be to use it too much, thus weakening its effect.

As a rule, the tone signal should only be used just before a broadcast message is given out (Chap. 5, par. 3 A Broadcast message). A broadcast message is directed to all stations and the tone signal plays an important part in warning the listening stations that a broadcast message is to follow. The tone signal may also be used for various other operating purposes. In some departments, a short tone signal is used to acknowledge a transmission from a car. This works well and saves much time. Many such uses may be found. However, it is highly recommended that it not be over-used. It will attract the attention it should if you use it only for important transmissions and not for every little thing that comes along.

Choice of words in making up a message determines, to a large extent, whether the receiving operator will copy it correctly the first time, or find it necessary to ask for repeats. Unnecessary words which do not affect the meaning of the message should be avoided.

Choose words that are distinct and forceful in sound and that convey a definite thought. One word may be mistaken for a number of others that sound like it; whereas, another of the same meaning could not be mistaken. The word "want", for example sounds like "jaunt", "can't", and many others; on the other hand "desire" is a distinct, forceful word and not likely to be miscopied. Following is a comparative list showing a few poor and preferred words:

<i>Poor</i>	<i>Preferred</i>
Want	Desire
Can't	Unable
Buy	Purchase
Get	Obtain
Send	Forward
Do you Want	Advise if

PRIORITY OF MESSAGES

In general, police messages should be given priority in the following order:

1. "IN PROGRESS" CRIMINAL MESSAGES. These are calls regarding some crime which has just happened, or on which the operator has just received a complaint, and the criminal is believed escaping. They call for extra attention from cars in the area concerned. For hold-up, hit-and-run, murder, and bank-robbery, precede them by three (3) tone-signals, followed at once by the nature of the call and the area, then with as much definite information concerning the men involved as possible, as well as the description of the car used. Follow up with more information as it is received. Be certain that the Officer in charge of the station gets the information as soon as possible.

2. HIT AND RUN. This type of message and driving while drunk go out more in the form of dispatch than a message unless some officer holds a warrant for the driver, or a good description, or the name of the driver is given. In these cases it will take a message number.

3. EMERGENCY COMMUNICATIONS from Federal Agencies (including Military).

4. ROUTINE CRIMINAL MESSAGES. Calls regarding a crime which has happened some time previous to the call—six (6) or more hours.

5. ROUTINE COMMUNICATIONS from Federal Agencies.

6. STOLEN CARS.

7. MISSING PERSONS.

8. "ATTEMPT TO LOCATE" MESSAGES. These are messages for the traveling public who cannot be located in any other way, and are in reference to serious illness or death. They should come from some police officer, police agency, or the Officer-in-charge. All messages of this type should be cancelled, if they have not been before, at the end of five days, and a notation made in the log as follows: "Result of Time Limit".

9. "WANTED" MESSAGES. This term applies to persons wanted for any crime. Requests for arrest of persons for "Investigation" only, should not be broadcast. The nature of the crime of which the person is suspected must be given and the message should then go out as "Wanted for investigation of....." (Specification of crime). This class of message includes character checks and requests for advice of disposition of a subject being held.

10. DISPATCHES. These are calls to a squad to perform some assigned duty.

11. CANCELLATIONS.

STATION-TO-CAR, CAR-TO-STATION AND STATION-TO-STATION OPERATIONS

STATION-TO-CAR

Words Spoken:

Station: "Car 15."

Car: "63rd St. and Harlem Ave."

Station: "At 79th St. and Harlem Ave., auto accident, property damage only."

Car: "Ten-four."

Station: "11:52, "WSKE"

Discussion:

The reason for the word "car" is that it serves as an alert for the receiving operator and also gives the noise silencer (squench) time to open completely before the number of the car is given.

By giving its location immediately, two things are accomplished:

- 1) The car indicates it has received the call and is ready to copy the following message.
- 2) The car gives its location, which is desired by headquarters 99 times out of 100 anyway.

Give complete information on the call. If auto accident, specify the type of accident. Always keep the safety of the men in the squad car in mind. *Be brief but be specific.*

Car acknowledges receipt of message. This means that the message was received in such a manner that there could be no doubt of its contents. If the car desires the station to repeat any portion of the message, they should state, "10-9 location," etc.

The time is necessary so that it may be entered on the car log, if they carry one. If not, it is convenient for the officer's report. The call of the station serves two purposes: It complies with F.C.C. regulations; and serves to indicate that the transmission is finished and the channel is clear for other stations.

NOTE: It is not necessary to give the time when communicating from station to station, as all stations have clocks.

CAR-TO-STATION

Words Spoken:

Car: "Car 15 to Central."

Station: "Go ahead."

Car: "Send a tow truck to 79th Street and Harlem Avenue."

Station: "12:15, WXYZ."

NOTE: It is obvious that the above is merely a sample of one correctly given message. We cannot hope to set down here every possible situation that may arise in a police department. Many departments use signals in place of the actual message. This has value from a secrecy standpoint. It must be clearly understood that in this and the following discussions we are interested only in *how* the message is given, not in the text of the message in these examples.

STATION-TO-STATION

Words Spoken:

Station A (Gary):
"Gary - Dunes Park - 28."

Station B (Dunes Park):
"Gary, go ahead."

Discussion:

The word "headquarters" or other designation may be used in place of "central." The word "central" is a short, convenient word, however. Naturally, in systems having several stations, the station called may be designated by district or other means.

Never use the words "come in" or "standing by." The fact that the station answers indicates that it is the station called. It is not necessary to give the name or call of the station.

The same comment applies in giving a message from the car as in sending one from the station. *Be brief but be specific.*

In addition to the two purposes given in the discussion of this, under Station-to-Car procedure, giving the call serves also to acknowledge receipt of the message from the car.

Discussion:

This is all that is required for the call. (Note the correct use of the "Ten" signals as per Chapter 7).

Never use the word "clear" in station-to-station work. "Clear" indicates that *your* wave-length is clear and means nothing in station-to-station work, unless the stations are on the same wave-length. It should only be used by stations operating on the same channel. When one of these stations cannot hear one of the others and wishes to go on the air, he calls one of the other stations that he *can* hear and says "clear" to ask if the channel is clear. Note that all of the above stations are on the same wave-length.

STATION A: "Indiana 44 -
FOUR three one seven eight six;
four hundred thirty one thousand
seven hundred eighty six."

Note the manner of giving the number. This is the correct manner of giving all numbers—there is practically no chance for error when they are read in this fashion; first, the individual numbers, then repeat, reading the number as a whole.

STATION B: "WPHS".

The call is the only thing necessary to acknowledge receipt of the message. The time is not necessary here, as both stations have clocks.

TESTING

It is sometimes necessary, for technical reasons, to conduct a test of the communications system and equipment. When such a test is called for, it should be clearly born in mind that you are using the air and creating interference just as much as though you were sending out a message. As you are probably aware, your transmissions may interfere with a station thousands of miles away under "skip" or freak conditions during certain times of year. When these conditions exist it is absolutely necessary to take the other fellow into consideration exactly as though he were a nearby station on your frequency.

The following suggestions in regard to testing are presented for your guidance and study. Correct testing plays a real part in increasing the efficiency and effectiveness of your operation:

1. TESTING WITH NO MODULATION (10-94).

The station or mobile unit requesting this test should indicate the length of time such test should last, for example: "10-94 *twenty seconds*"—this applies to all tests.

The use of the transmitter for alignment of car receivers is poor practice and should not be resorted to unless steps are taken, such as removing tubes in amplifier stages (in FM equipment only) or the use of a dummy antenna to *greatly* restrict the transmitter range.

When such a test is requested and seems desirable, the transmit key or button should be thrown to put the transmitter on the air and it should be left on *without speaking into the microphone* for the specified length of time. At the end of this period, the call letters should be announced followed by the word "testing". Example: "WRDS testing". The carrier should then be shut off. If a test of longer than 3 seconds is requested, the test should be broken at intervals of 30 seconds in order to allow other stations to proceed with emergency messages.

2. TESTING WITH NORMAL MODULATION (10-95).

The station requesting this test desires speech to modulate the carrier.

This type of test is the one most abused. It seems to be generally believed that because a test is being given, any informal speech will do; jokes are told, poetry and prose are read and all manner of things are said that would be considered highly improper in normal procedure. *This is definitely poor procedure.* The correct method of giving this test is as follows: If the request is for a short test (under 30 seconds), count slowly and distinctly into the microphone, "one, two, three, four" using the pronunciation system as given in Chapter 7. Remember to speak very slowly (about 15 to 20 words a minute) and to keep the voice as steady as possible. After having done this for the required length of time, simply sign off by giving the station's call letters and adding the word "testing".

If the request is for a long test, it is suggested that a current broadcast message be reread. If necessary, several can be retransmitted. This accomplishes the purpose of the test and also has police value in the repetition of the messages. After the test has been completed, the station should give its call letters, adding the word "testing" as in conducting all tests. These long tests should be broken up, as previously mentioned, at intervals of 30 seconds to allow for more pressing business from other departments.

3. TESTING WITH TONE SIGNAL (10-96).

In this case, as in any other test, the station requesting the test should specify the length of time the test should last. To give the test, simply put your tone signal on the air for the required length of time and sign off by giving the station call and adding the word "testing". Again, this test, if over 30 seconds long, should be broken up at 30 second intervals.

In any event, it should be remarked that the above suggestions apply to *anybody* testing on a police frequency. It should be kept in mind that all testing should be minimized, for the station that tests continuously and unnecessarily gives the impression of (and usually is) being run inefficiently. You will never hear undue testing from a well designed and well operated system. In conclusion, we recommend that you study the regulations of the Federal Communications Commission in regard to testing which are given in Chapter 8.

CHAPTER 5

MESSAGES

A message is any transmission involving police work in one or more other departments. All messages fall generally into two classes: *Broadcast* and *Directed*. Broadcast are those sent to all stations; *Directed* are those sent from one department to another. Messages should be numbered and cancellation records should be kept. In making up and putting out a message, it is important to remember that *all messages are divided into four parts*:

- 1) The Preamble—this contains the “call-up”, that is, the station or stations called and the tone signal (if any is used).
- 2) The Address and Number—The Address is the name of the department or departments to whom the message is to be sent. The number is the number of the message.
- 3) The Text—this is the body of the message and contains the intelligence to be transmitted.
- 4) The Signature—this is the police department responsible for originating the message; in other words, the authority.

When giving messages on the air, read a few words, then go back a little, repeat these words, then go on for a few more. When the text and signature have been completed in this manner, read the whole text and signature once over without repeating. This has been found by experience to be the most reliable method of giving out a message.

Remember that by federal law (Chapter 8, Section 605) any message is the property of the one who originates it and a cancellation can only be made by the department originating the message, i.e., the authority. In the case of Directed Messages, the message may only be delivered to the one to whom it is addressed. Exceptions to this may be made only by permission of the department signing the message.

DESCRIPTIONS

The description of any person should contain the following information *in this order*:

1. Name.
2. Colored or White.
3. Age.
4. Height.
5. Weight.
6. Color of Hair.
7. Color of Eyes.
8. Complexion.
9. Physical imperfections that would aid in identification, such as condition of teeth, etc.
10. Description of clothing from head down.
11. Any other pertinent information, such as fingerprint classification, alias, etc.

Of course, if some of these items are not available, they should be left out; but the sequence should be adhered to. Item 2 is optional; item 3, 4, and 5 should be given as a series of numbers, omitting the words "age", "height" and "weight"; that is, "fifty-four, five-ten, one hundred sixty" would mean that the subject is 54 years of age, 5 feet 10 inches in height, and 160 pounds in weight.

STOLEN CARS—Many of your messages will relate to stolen cars. It is important that you supply information which is accurate and useful. For what not to do, see Chapter 6. The following is the information desired by most departments; *the order given should be adhered to:*

1. Stolen from (place).
2. Time.
3. Date.
4. Color.
5. Year.
6. Make.
7. Body Type.
8. License Number.
9. Motor Number.
10. Any other information which will aid in identification.

The same note applies to this as to the description of a person. If the information on any one of the above items is not available, it may be omitted, but *the order given should not be changed.*

Standard car body types should be adhered to. The following is our suggestion of classification:

Sedan (Any 4 door)
Coach (Any Tudor)
Coupe
Convertible Coupe
Touring
Roadster

All other fancy classifications or trade titles should be omitted if positive license information is included.

RECOVERED CARS—When notification is given to another department of the recovery of a stolen vehicle, the description of the car should be given as above but, in addition, the *running condition of the car should be stated.* This is essential information and many states will not handle a recovered-car message unless this information is given.

The following are correctly set-up and worded messages of both classes:

A BROADCAST MESSAGE

Preamble:

- 1) Station first calls each one of its contacts;* when this is finished,
- 2) Tone signal (if possible);

- Address and Number:* 1) "Attention all units; number five six; fifty-six——"
- Text:* 1) Stolen, Rockford eleven P. M. date, a blue '41 Chevrolet sedan license '42, Illinois one six zero eight six; sixteen thousand eighty six; motor, one dash one six two dash four two three, one dash one hundred sixty two dash four hundred twenty three —
- Signature:* 1) Authority, the Rockford Police."
2) The station now gives its call letters.

* If the station has more than three contacts, we do not believe this part of the procedure is necessary, as it takes up too much time on the air. Where a station has many contacts, it should start a Broadcast Message with the tone signal and go on from there.

A DIRECTED MESSAGE

- Preamble:* 1) Station first calls whichever contact is necessary to deliver the message, adding the necessary "ten" signal. When contact is established and the other station says, "Go ahead";
- Address and Number:* 1) "Number five six, fifty-six
2) To the Sheriff, LaSalle County——"
- Text:* 1) Holding Robert Brown; eighteen, five-eight; one hundred sixty; light brown hair, blue eyes, light complexion. This boy admits to having escaped LaSalle County School of Correction. Advise disposition.....
- Signature:* 1) Signed, Sheriff, Dane County.

Note the difference between this and the Broadcast Message. In the Preamble only one station is contacted and no tone signal is given; also; the number of the message precedes the address, instead of coming behind, as in the Broadcast Message. The text is the same in either type of message. The signature uses the word "signed" in this class, instead of the word "authority" as in Broadcast class of message.

CANCELLATIONS

These are extremely important. When a cancellation is given, it should be done in exactly the same manner as the original message. In other words, if the original message was a Broadcast Message, that procedure should be followed; if the original message was a Directed Message, the procedure for a Directed Message should be used. In either case, the text will be "Cancel Number....., dated....." That is all that should be necessary. Of course, the preamble and signature should also be given. After a message has been cancelled on the air,

CHAPTER 6

“RIGHT AND WRONG,” SHOWING SOME COMMON ERRORS WITH CORRECTIONS IN WORDING

WRONG	RIGHT
“Trailer hitch on rear.”	(Where else could it be?)
“Trunk on rear.”	“Trailer Hitch;” “Trunk.”
“Fog light on front bumper.”	“Fog light.”
“39 Ford Sedan color black.”	“Black 39 Ford Sedan.”
“Repeating message 575.”	“Message 575.” (Anyone listening ought to know when it is read over again.)
“Be on the lookout for.....”	(What are the charges?) Don’t use.
“Pick up and hold.”	(For what?) State definite charges or acts.
“Golden-voice Philco radio.”	Don’t put out commercial plugs.
“Stolen car with Motor Club sticker on rear window and Junior Com-mando sticker on windshield,” etc.	Information unimportant.
“Serial number.....(on stolen car).”	Most states don’t file under serial number. Use only motor number.
“Stolen between 9:57 and 10:18 P. M.”	“About 10 P. M.”—if not an in-prog-ress criminal act.
“Height 5-7½.”	“Height 5-7”. Fractional description not vital.
“Wanted for passing fraudulent checks.”	“Wanted for BAD checks” or “Want-ed on WARRANT for bad.....” Use phrasing easy for officer to copy.
“Cancel 602 a stolen 39 Packard se-dan January 17 with whitewall tires, etc.....”	“Cancel 602 car recovered..... Authority Waukegan Police Depart-ment. (Each station should have a filing system and exchange number information with its neighbor.)
“Chicago to Elgin, come in,” “Elgin to Pontiac, come ahead,” “Joliet to Chicago, Standing by,” “Chicago to Oak Park, clear,” “Chicago from Waukegan.”	“Chicago Elgin, go ahead.” (The use of “clear” is to indicate permis-sion to transmit, which is unneces-sary in work between complete net-works. Never use “come in” under any circumstances.)
“WPKD to Waukegan,”	“Milwaukee - Waukegan,”

“Macomb to WEBF Quincy,”

“Sterling WPWC.”

(After a long message to someone you know is copying)—“Ten four?”

“I didn’t get the part about calling for the car what’s the address ?”

“Bad interference, I am having noise from an electric motor, I will have to call later.”

“Macomb - Quincy,”

“Sterling - Winnebago County.”
(Use station call letters only at the end of a transmission.)

Don’t solicit. Unless he has fainted, he’ll tell you. When finished, merely say “Go ahead.”

Don’t talk. Never use “I”. Be impersonal. Ask for fills.....
“The word after.....1009 the authority.”

(Who cares?) “10-01 will call.”



CHAPTER 7

A SYSTEM OF STANDARDS

In dispatching police messages, it is valuable, if not essential, to have at hand three aids to effective transmission: A standard system of signals understood by all police departments; A standard alphabet of names which are selected for their clarity in transmission via radio; A standard method of pronouncing numerals.

These three items are presented in this chapter in the order mentioned. The “10” signals have been worked out over a number of years and are standard in most states. Originally the series between 1080 and 1099 was designed for the individual uses of each department but the increased development of police radio telephone networks and the advent of two-way radio systems has necessitated the utilization of these numbers for additional signals. It is now suggested that the “10” series be used exclusively for signals having a general meaning understood by all departments. Those departments desiring in addition to these, a system of their own signals may use an “11” or “12” series or simply say “Signal, etc.” Some additions to the previous list of “10” signals have been made which will facilitate two-way operation to mobile units. The standard alphabet is the one most prevalent in police work on the air—it should be memorized by all police officers and any one who has anything to do with the radio in any way. This is easily accomplished. The pronunciation of numbers is based on the system used by the Bell Telephone Company, the only departure being the use of the word “Zero” for the numeral “0” instead of “oh”; the word “Zero” is much less easily mistaken on the air.

STANDARD A.P.C.O. "10" SIGNALS

These signals are used not only in regular transmissions, but also in calling a station to prepare that station for traffic that is to follow. (See Part I, Station-to-station.) Examples are as follows:

The "Ten" signals are used in this manner:

Request for license check.	"Elgin Chicago 28."
Dispatch to be broadcast for a State Officer.	"Elgin Chicago 34." (If urgent, ".....33.")
To originate a State message for general broadcast.	"Elgin Chicago 70."
To cancel a message.	"Elgin Chicago 66."
A message to be delivered by telephone to a local department.	"Elgin Chicago 51."

10-1 Receiving poorly.	10-20 What is your location?
10-2 Receiving well.	10-21 Call this station by telephone.
10-3 Stop transmitting.	10-22 Take no further action last information.
10-4 O.K.	10-23 Stand by until no interference.
10-5 Relay.	10-24 Trouble at station — all units report at once to.....
10-6 Busy.	10-25 Do you have contact with
10-7 Out of service.	10-26 Can you obtain automobile registration information from
10-8 In service.	10-27 Any answer our number.....?
10-9 Repeat, conditions bad.	10-28 Check full registration (lic., motor, name, etc.).
10-10 Out of service—subject to call.	10-29 Check for wanted.
10-11 Dispatching too rapidly.	10-30 Does not conform to rules and regulations.
10-12 Officials or visitors present.	10-31 Is lie detector available?
10-13 Advise weather and road conditions.	10-32 Is Drunkometer available?
10-14 Convoy or escort.	10-33 Emergency traffic at this station.
10-15 We have prisoner in custody.	10-34 Clear for local dispatch?
10-16 Pick up prisoner at.....	
10-17 Pick up papers at.....	
10-18 Complete present assignment as quickly as possible.	
10-19 Return to your station.	

- 10-35 Confidential information.
- 10-36 Correct Time.
- 10-37 Operator on duty?
- 10-38 Station report satisfactory?
- 10-39 Your No.....delivered to addressee.
- 10-40 Advise if officer.....available for radio call.
- 10-41 Tune to.....KC for test with mobile or emergency service.
- 10-42 Officer.....Now at his home.
- 10-51 Message for local delivery via public service.
- 10-52 Message for assignment to written summary.
- 10-60 What is next message number?
- 10-61 Stand by for CW traffic.
- 10-62 Unable to copy phone, use CW.
- 10-63 Net directed.
- 10-64 Net free.
- 10-65 Clear for message assignment.
- 10-66 Clear for cancellation.
- 10-67 Stations.....carry this message.
- 10-68 Repeat dispatch.
- 10-69 Have you dispatched.....?
- 10-70 Net message.
- 10-71 Proceed with traffic in sequence.
- 10-80Tower lights at this station burned out.
- 10-81 Officer No.....will be at Station.....
- 10-82 Reserve hotel room with bath for Officer No.....
- 10-83 Have Officer No.....call this station by phone.
- 10-84 Advise telephone No.....your city that Officer No.....will not return this date.
- 10-85 Officer.....left this station for.....
- 10-86 Officer.....left this station for.....at.....
- 10-87 Officer.....will be in.....if Officer..... will be in.....
- 10-88 What phone No. shall we call to make station-to-station call to.....
- 10-89 Request radio serviceman be sent to this station.
- 10-90 Radio serviceman will be at station.....
- 10-91 Prepare for inspection (date) (time).....
- 10-92 Your quality poor. Transmitter apparently out of adjustment.
- 10-93 Frequencies to be checked (date).
- 10-94 Test with no modulation.
- 10-95 Test intermittently with normal modulation for.....
- 10-96 Test continuously with tone modulation for.....
- 10-97 Arrived at scene.
- 10-98 Finished with last assignment.
- 10-99 Unable to receive your signals.

The standard alphabet should be used for spelling out unusual names of people or locations. The names used after each letter have been found the most understandable over the air. They should always be given as: "A—Adam, B—Boy;" — never as: "A as in Adam" or "B for Boy," etc. It should be memorized thoroughly.

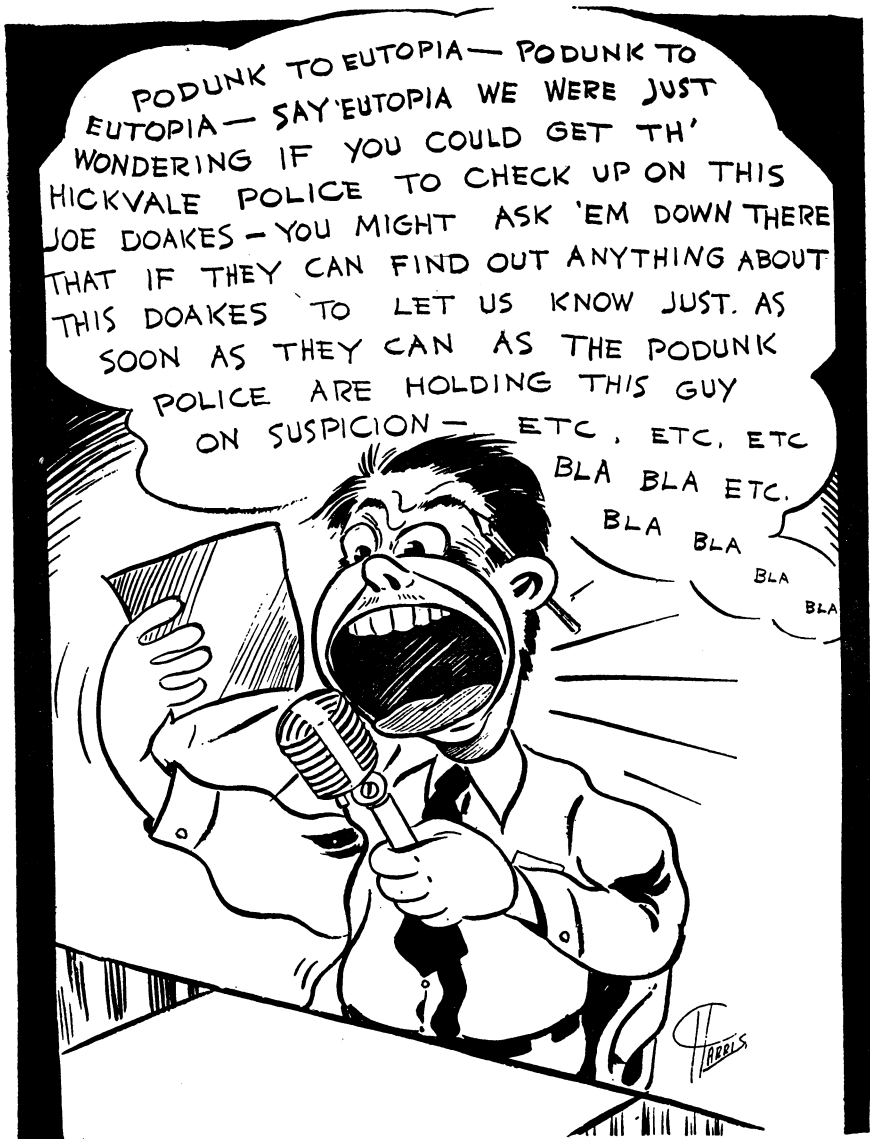
A.....Adam	N.....Nora
B.....Boy	O.....Ocean
C.....Charles	P.....Paul
D.....David	Q.....Queen
E.....Edward	R.....Robert
F.....Frank	S.....Sam
G.....George	T.....Tom
H.....Henry	U.....Union
I.....Ida	V.....Victor
J.....John	W.....William
K.....King	X.....X-ray
L.....Lincoln	Y.....Young
M.....Mary	Z.....Zebra

Numbers are an important part of your message reading. Their confusion and mis-copying can lead to much trouble, both for your department and the others to whom your messages are addressed.

Following is the correct pronunciation of numbers:

1.....	Wun
2.....	Too
3.....	Th-r-ee
4.....	Fo-wer
5.....	Fie-yiv
6.....	Siks
7.....	Sev-ven
8.....	Ate
9.....	Nie-yen
0.....	Zero

Practice these until they come naturally to you and you will have fewer mistakes and repeats in receipt of numbers.



PUT THE MESSAGE IN PROPER FORM

CHAPTER 8

Excerpts from the Communications Act of 1934 and the Federal Communications Commission Rules and Regulations Pertaining to Station Operation and Operators.

COMMUNICATIONS ACT OF 1934

Section 501. Any person who wilfully and knowingly does or causes or suffers to be done any act, matter, or thing, in this Act prohibited or declared to be unlawful, or who wilfully and knowingly omits or fails to do any act, matter, or thing in this Act required to be done, or wilfully and knowingly causes or suffers such omission or failure, shall, upon conviction thereof, be punished for such offense, for which no penalty (other than a forfeiture) is provided herein, by a fine of not more than \$10,000 or by imprisonment for a term of not more than two years, or both.

Section 502. Any person who wilfully and knowingly violates any rule, regulation, restriction, or condition made or imposed by the Commission under authority of this Act, or any rule, regulation, restriction, or condition made or imposed by any international radio or wire communications treaty of convention, or regulations annexed thereto, to which the United States is or may hereafter become a party, shall, in addition to any other penalties provided by law, be punished, upon conviction thereof, by a fine of not more than \$500 for each and every day during which such offense occurs.

Section 303. Except as otherwise provided in this Act, the Commission from time to time, as public interest, convenience or necessity requires, shall:—

(m) (1) Have authority to suspend the license of any operator upon proof sufficient to satisfy the Commission that the licensee:—

(A) Has violated any provision of any Act, Treaty, or Convention binding on the United States, which the Commission is authorized to administer, or any regulation made by the Commission under any such Act, treaty, or convention; or

(B) Has failed to carry out a lawful order of the master person lawfully in charge of the ship or aircraft on which he is employed; or

(C) Has wilfully damaged or permitted radio apparatus or installations to be damaged; or

(D) Has transmitted superfluous radio communications or signals or communications containing profane or obscene words, language, or meaning, or has knowingly transmitted.....

(1) False or deceptive signals or communications, or

(2) A Call signal or letter which has not been assigned by proper authority to the station he is operating; or

(E) Has wilfully or maliciously interfered with any other radio communications or signals; or

(F) Has obtained or attempted to obtain, or has assisted another to obtain or attempt to obtain, an operator's license by fraudulent means.

UNAUTHORIZED PUBLICATION OF COMMUNICATIONS

Section 605. No person receiving or assisting in receiving or transmitting, or assisting in transmitting, any interstate or foreign communication by wire or radio shall divulge or publish the existence, contents, substance, purport, effect, or meaning thereof, except through authorized channels of transmission or reception, to any person other than the addressee, his agent, or attorney, or to a person employed or authorized to forward such communication to its destination or to proper accounting or distributing officers of the various communicating centers over which the communication may be passed, or to the master of a ship under whom he is serving, or in response to a subpoena issued by a court of competent jurisdiction, or on demand of other lawful authority; and no person not being authorized by the sender shall intercept any communication and divulge or publish the existence, contents, substance, purport, effect, or meaning of such intercepted communication to any person; and no person not being entitled thereto shall receive or assist in receiving any interstate or foreign communication by wire or radio and use the same or any information therein contained for his own benefit or for the benefit of another not entitled thereto; and no person having received such intercepted communication or having become acquainted with the contents, substance, purport, effect, or meaning of the same or any part thereof, knowing that such information was so obtained, shall divulge or publish the existence, contents, substance, purport, effect, or meaning of the same or any part thereof, or use the same or any information therein contained for his own benefit or for the benefit of another not entitled thereto: PROVIDED, That this section shall not apply to the receiving, divulging, publishing, or utilizing the contents of any radio communication broadcast, or transmitted by amateurs or others for the use of the general public, or relating to ships in distress.

WAR EMERGENCY - POWERS OF PRESIDENT

Section 606. (a) During the continuance of a war in which the United States is engaged, the President is authorized, if he finds it necessary for the national defense and security, to direct that such communications as in his judgment may be essential to the national

defense and security shall have preference or priority with any carrier subject to this Act. He may give these directions at and for such times as he may determine, and may modify, change, suspend, or annul them and for any such purpose he is hereby authorized to issue orders directly, or through such person or persons as he designates for the purpose, or through the Commission. Any carrier complying with any such order or direction for preference or priority herein authorized shall be exempt from any and all provisions in existing law imposing civil or criminal penalties, obligations or liabilities upon carriers by reason of giving preference or priority in compliance with such order or direction.

(b) It shall be unlawful for any person during any war in which the United States is engaged to knowingly or wilfully, by physical force or intimidation by threats of physical force, obstruct or retard or aid in obstructing or retarding interstate or foreign communication by radio or wire. The President is hereby authorized, whenever in his judgment the public interest requires, to employ the armed forces of the United States to prevent any such obstruction or retardation of communication: PROVIDED, That nothing in this section shall be construed to repeal, modify, or affect either section 6 or section 20 or an Act entitled "An Act to supplement existing laws against unlawful restraints and monopolies, and for other purposes," approved October 15, 1914.

(c) Upon proclamation by the President that there exists war or a threat of war or a state of public peril or disaster or other national emergency, or in order to preserve the neutrality of the United States, the President may suspend or amend, for such time as he may see fit, the rules and regulations applicable to any or all stations within the jurisdiction of the United States as prescribed by the Commission, and may cause the closing of any station for radio communication and the removal therefrom of its apparatus and equipment, or he may authorize the use or control of any such station and/or its apparatus and equipment by any department of the Government under such regulations as he may prescribe, upon just compensation to the owners.

(d) Upon proclamation by the President that there exists a state or threat of war involving the United States, the President, if he deems it necessary in the interest of the national security and defense, may, during a period ending not later than six months after the termination of such state or threat of war and not later than such earlier date as the Congress by concurrent resolution may designate, (1) suspend or amend the rules and regulations applicable to any or all facilities or stations for wire communication within the jurisdiction of the United States as prescribed by the Commission, (2) cause the closing of any facility or station for wire communication and the removal therefrom

of its apparatus and equipment, or (3) authorize the use or control of any such facility or station and its apparatus and equipment by any department of the Government under such regulations as he may prescribe, upon just compensation to the owners.

(e) The President shall ascertain the just compensation for such use or control and certify the amount ascertained to Congress for appropriation and payment to the person entitled thereto. If the amount so certified is unsatisfactory to the person entitled thereto, such person shall be paid only 75 per centum of the amount and shall be entitled to sue the United States to recover such further sum as added to such payment of 75 per centum will make such amount as will be just compensation for the use and control. Such suit shall be brought in the manner provided by paragraph 20 of section 24, or by section 145, of the Judicial Code, as amended.

(f) Nothing in subsection (c) or (d) shall be construed to amend, repeal, impair, or affect existing laws or power of the States in relation to taxation or the lawful police regulations of the several States, except wherein such laws, powers, or regulations may affect the transmission of Government communications, or the issue of stocks and bonds by any communication system or systems.

(g) Nothing in subsection (c) or (d) shall be construed to authorize the President to make any amendment to the rules and regulations of the Commission which the Commission would not be authorized by law to make; and nothing in subsection (d) shall be construed to authorize the President to take any action the force and effect of which shall continue beyond the date after which taking of such action would not have been authorized.

DEFINITIONS

Section 10.1. Emergency service.—The term “emergency service” means a radiocommunication service carried on for emergency purposes.

Section 10.2. Municipal police station.—The term “Municipal police station” means a station used by a municipal or county police department for emergency radiotelephone service with mobile police units.

Section 10.3. State police station.—The term “state police station” means a station used by a State police department for emergency radiotelephone service with mobile police units.

Section 10.4. Interzone police station.—The term “interzone police station” means a station used by a police department for radio-

telegraph communication (a) with similarly licensed station in adjacent zone, (b) with stations within the zone, and (e) with mobile police units equipped for radiotelegraph reception.

Section 10.5. Zone police station.—The term “zone police station” means a station used by police departments for radiotelegraph communication (a) with stations within the zone, (b) with mobile police units equipped for radiotelegraph reception, and (c) with stations in adjacent zones, provided, in each case, express permission of the interzone stations in control of communications is obtained in accordance with operating procedure prescribed by the Commission.

RULES AND REGULATIONS

Section 160.01. Licensed Operators Required.—Unless otherwise specified by the Commission, the actual operation of any radio station for which a station license is required shall be carried on only by a licensed radio operator of the required class.

Section 160.02. Classes of Licenses.—The classes of Commercial operator licenses issued by the Commission are:

- a. Commercial radiotelephone group:
 - (1) Radiotelephone second class operator license.
 - (2) Radiotelephone first class operator license.
- b. Commercial radiotelegraph group:
 - (1) Radiotelegraph second class operator license.
 - (2) Radiotelegraph first class operator license.
- c. Restricted Commercial group:
 - (1) Restricted radiotelephone operator permit.
 - (2) Restricted radiotelegraph operator permit.

SCOPE OF AUTHORITY

Section 163.01. Operator’s Authority.—The various classes of commercial operator licenses issued by the Commission authorize the holders thereof to operate radio stations, except amateur, as follows:

- (a) Radiotelephone second class operator license.—Any station while using type A-0, A-3, A-4, or A-5 emission except standard broadcast stations, International broadcast stations, or ship stations licensed to use power in excess of 100 watts and type A-3 emission for communication with coastal telephone stations.
- (b) Radiotelephone first class operator license.—Any station while using type A-0, A-3, A-4, or A-5 emission except ship stations licensed to use a power in excess of 100 watts and type A-3 emission for communication with coastal telephone stations.
- (c) Restricted radiotelephone operator permit.—Any station while using type A-0, A-3, or A-4 emission; provided that—

- (1) Such operator is prohibited from making adjustments that result in improper transmitter operation.
- (2) The equipment is so designed that none of the operations necessary to be performed during the course of normal rendition of service may cause off-frequency operation or result in any unauthorized radiation.
- (3) Any needed adjustments of the transmitter that may effect the proper operation of the station are regularly made by or in the presence of an operator holding a first or second class license, either telephone or telegraph, who shall be responsible for the proper operation of the equipment.

(f) Restricted radio telegraph operator permit.—Any station while using type B, A-0, A-1, A-2, A-3, or A-4 emission; provided that in the case of equipment designed for and using type A-3 or A-4 emission:

- (1) Such operator is prohibited from making adjustments that may result in improper transmitter operation.
- (2) The equipment is so designed that none of the operations necessary to be performed during the course of normal rendition of service may cause off-frequency operation or result in any unauthorized radiation.
- (3) Any needed adjustments of the transmitter which may affect proper operation of the station are regularly made by or in the presence of an operator holding a first or second class license, either telephone or telegraph, who shall be responsible for the proper operation of the equipment.

LOGS

Section 10.101. STATION LOGS.—Each license shall maintain adequate records of the operation of the station including (a) hours of operation; (b) nature and time of each communication; (c) frequency measurements; (d) name of operator on duty at the transmitter. In the cases of groups of stations, either land or land and mobile, operating as a single coordinated communication system controlled from a single point, a single log may be maintained at a central location, provided that such log records the required information with respect to all stations in the network.

Section 2.54. RETENTION OF RADIO STATION LOGS.—Logs of a radio station, when required elsewhere in these rules and regulations to be made or kept, shall be retained by the license for a period of 1 year unless otherwise provided by the rules governing the particular service or class of station concerned: PROVIDED, however, That logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the Commission and concerning which the licensee has been notified, shall be retained by the licensee until specifically authorized in writing by the Commis-

sion to destroy them: PROVIDED, further, That logs incident to or involved in any claim or complaint of which the licensee has notice shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for the filing of suits upon such claims.

Section 2.55. LOGS, BY WHOM KEPT.—Each log shall be kept by the person or persons competent to do so, having actual knowledge of the facts required, who shall sign the logs when starting duty and again when going off duty. The logs shall be made available upon request by an authorized representative of the Commission.

Section 2.56. LOG FORM.—The log shall be kept in an orderly manner, in suitable form, and in such detail that the data required for the particular class of station concerned, are readily available. Key letters or abbreviations may be used if proper meaning or explanation is contained elsewhere in the log.

Section 2.57. CORRECTION OF LOGS. — No log or portion thereof shall be erased, obliterated, or wilfully destroyed within the period of retention provided by the rules. Any necessary correction may be made only by the person originating the entry who shall strike out the erroneous portion, initial the correction made, and indicate the date of correction.

ELIGIBILITY FOR STATION LICENSE

Section 10.21. POLICE STATIONS.—Authorization for the various classes of police stations will be issued only to instrumentalities of government.

POSTING OF LICENSE

Section 10.81. LICENSE PERIOD.—Licenses for all stations in the emergency service will be issued for a period of two years unless otherwise stated in the instrument of authorization. The dates of expiration of license for all stations in the emergency service, unless otherwise specified, shall be as follows:

- (c) For police stations in the States of Alabama, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Delaware and Florida, the 1st of February.
- (d) For police stations in the States of Georgia, Idaho, Illinois, Indiana, Iowa, Kansas and Kentucky, the 1st of March.
- (e) For police stations in the States of Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri and Montana, the 1st of April.

- (f) For police stations in the States of Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina and North Dakota, the 1st day of May.
- (g) For police stations in the States of Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina and South Dakota, the 1st day of June.
- (h) For police stations in the States of Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and the territories and possessions of the United States other than Alaska, the 1st day of July.

Section 10.82. POSTING FIXED STATION LICENSES.—The station license of stations in this service, operated at fixed locations, shall be conspicuously posted at the place where the control operator is located.

Section 10.83. POSTING PORTABLE OR MOBILE STATION LICENSES.—The licenses of portable and mobile stations, if separately issued, shall be readily available for inspection by authorized Government representatives. Either the original authorization or a photocopy of that document shall be available at the portable or mobile station involved.

Section 10.84. OPERATOR LICENSE.—The original license of each station operator shall be conspicuously posted at the place he is on duty, or, in the case of portable or mobile units, be kept in his personal possession.

TESTS

2.42 EQUIPMENT TEST.—Upon completion of construction of a radio station in exact accordance with the terms of the construction permit, the technical provisions of the application therefor and the rules and regulations governing the class of station concerned and prior to filing of application for license, the permittee is authorized to test the equipment for a period not to exceed 10 days: PROVIDED, That:

- (a) The inspector in charge of the district in which the station is located, is notified 2 days in advance of the beginning of tests.
- (b) The Commission may notify the permittee to conduct no tests or may cancel, suspend, or change the date of beginning for the period of such tests as and when such action may appear to be in the public interest, convenience, and necessity.

2.43 SERVICE OR PROGRAM TEST.—When construction and equipment tests are completed in exact accordance with the terms of the construction permit, the technical provisions of the application therefor, and the rules and regulations governing the class of station concerned and after an application for station license has been filed with

the Commission showing the transmitter to be in satisfactory operating condition, the permittee is authorized to conduct service or program tests in exact accordance with the terms of the construction permit for a period not to exceed 30 days: PROVIDED, THAT:

The inspector in charge of the district in which the station is located, is notified 2 days in advance of the beginning of such tests.

- (a) The Commission reserves the right to cancel such tests or suspend, or change the date of beginning for the period of such tests as and when such action may appear to be in the public interest, convenience and necessity by notifying the permittee.
- (b) Service or program tests will not be authorized after expiration date of the construction permit.

10.71 EQUIPMENT AND SERVICE TESTS.—Equipment and service tests as authorized in sections 2.42 and 2.43 may be conducted provided that the necessary precautions are taken to avoid interference. The equipment tests authorized by section 2.42 may be conducted only during daylight hours on frequencies below 6000kcs.

10.72 OPERATING TESTS.—All classes of stations in the emergency radio service are permitted to make such tests as may be required for the proper maintenance of the stations and the communication systems: PROVIDED, that all necessary precautions are taken to avoid interference with other stations; and provided further, that such testing shall not exceed the minimum necessary to insure reliable communications.

APPLICATIONS

Section 10.48. ASSIGNED FREQUENCIES NON-EXCLUSIVE.—No frequency available to a station in the emergency service will be assigned exclusively to any applicant. All stations in this service are required to coordinate operation so as to avoid interference and make the most effective use of the frequencies assigned.

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APCO Operating Procedures
(and Training) Committee