

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer’s liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 81-99
COMMUNICATIONS – RADIO PROCEDURES	Date: July 13, 2019
VLEPSC Number: ADM.24.02, ADM.24.03, ADM.24.06	Manual Number: 561.02
	Effective Date: 07/13/19
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

I. POLICY

It shall be the policy of the Charlottesville Police Department that all personnel conduct radio operations in accordance with the procedures and requirements of the Federal Communications Commission, SIRS, as well as those outlined in this directive. It shall be the policy of the Charlottesville Police Department that all personnel will maintain the confidentiality of any citizen who communicates in any way with the Department when generating a call for police service. This is to include but not limited to any phone calls to the Emergency Communication Center (ECC), Information and Management Services or any other entity which may direct Charlottesville Police personnel to respond in any manner for a call for service.

II. PURPOSE

The purpose of this directive is to establish guidelines regarding proper radio operating procedures to be used by Police Officers, Community Service Officers, Traffic Control Officers, Animal Control Officers, and all other members of this Department.

This General Order is issued for the purpose of explaining the basic radio procedures of the Charlottesville-UVa-Albemarle County Emergency Communications Center (ECC) as it relates to the Charlottesville Police Department. The Charlottesville-UVa-Albemarle County Emergency Communications Center is a separate entity that operates as an independent agency from the Charlottesville Police Department. Certain areas of the Emergency Communications Center Standard Operating Procedures have been incorporated into this General Order.

The purpose of this directive will also be to establish guidelines to prevent the accidental disclosure of the identity of any citizen who may contact Police Officers, Community Service Officers, Traffic Control Officers, Animal Control Officers and all other members of this Department when seeking assistance. This policy is meant to provide Department Personnel with the proper wording to guide their actions so that they shall not accidentally disclose the identity of any citizen to any civilian or any non law enforcement personnel when responding for a call for service.

The policy is meant to cover all calls for service that are dispatched from ECC, Service Division or any other entity which may ask or direct police personnel to respond to a particular location to investigate suspicious activity, ongoing problems or any other type of activity that results in a call for service. By maintaining strict confidentiality of the identity of these citizens we hope to encourage others within the city to report suspicious activity and criminal conduct. Only by our mutual efforts can we reduce crime and the fear of crime in our neighborhoods.

A limited number of the enclosed City of Charlottesville Police Department General Orders have been redacted. The redactions ensure that that Police Department's operational and tactical responses are withheld for community and Officer Safety (e.g., bank alarm response, response to an active threat, and Tactical Operations).