



NC0701:

RADIO PROGRAMMING And USE REQUIREMENTS

PURPOSE

The purpose of this document is to establish standards which shall govern the programming, identification, and use of all radios used on any frequency licensed to and/or controlled by Northampton County Emergency Communications & Enhanced 911.

DEFINITIONS

Radio – Shall be used to define all devices capable of transmitting a signal [voice or data] over any frequency, and includes mobile, portable, base stations, vehicle repeater systems, etc., unless specified otherwise.

GENERAL REQUIREMENTS

- The programming and use of any radio designed to transmit on any frequency licensed to and/or controlled by the County of Northampton shall be directed by, and in compliance with the following:
 - 47 CFR Ch. 1 §90;
 - All Federal, State, and Local requirements;
 - All requirements set forth by the County of Northampton.
- The radio shall be a department owned asset. Personally owned radios shall not be permitted to transmit on any Northampton County frequency.
- Departments shall obtain a written statement of authorization from Northampton County 911 Administration prior to utilizing a radio to transmit on any Northampton County frequency.
- The radio shall be programmed with a time-out feature enabled.

- The parameter for the time-out feature shall be set to a maximum of sixty (60) seconds.

IDENTIFICATION

- All radios shall be required to be programmed with an identifier.
 - All identifiers shall transmit utilizing MDC1200 or G-Star signaling.
 - Signaling timing shall be set to a minimum of 650 milliseconds, but not more than 850 milliseconds.
- All identifiers shall be issued and/or approved, in writing, by Northampton County 911 Administration.
- The radio shall be programmed to send the identifier on key-up. No other form(s) of ID shall be permitted.
- The identifier shall be programmed to match the user ID, unless otherwise specified in writing.
- All law enforcement radios shall be programmed to identify on the primary channel(s) of operation.
- All radios not used for law enforcement shall be programmed to identify on all applicable channels programmed as authorized.
- All mobile radio identifiers for Fire and EMS shall be four (4) digits. The identifier shall match the vehicle call sign; i.e. - 9941 will be the identifier transmitted for 9941.
 - Exceptions which need to be made for larger organizations shall be at the discretion of Northampton County 911 Administration, and will be handled on a case-by-case basis.

- All mobile radio identifiers for Police shall conform to a three (3) digit format which will include the department ESN and vehicle number.
 - Exceptions which need to be made for larger organizations shall be at the discretion of Northampton County 911 Administration, and will be handled on a case-by-case basis.
- All law enforcement personnel who converse with Fire/EMS personnel shall identify themselves as “Police” followed by the unit designation.
 - Example: “Police 8901 to...”
- Fire/EMS personnel shall specify “Police” when conversing with law enforcement units.
 - Example: “9751 to Police 8901”

EMERGENCY IDENTIFIER

- No radio shall be permitted to program or utilize a panic button, unless specifically authorized.
 - Authorization to permit the use of a panic button shall be issued in writing by Northampton County 911 Administration, along with the specific requirements for the use and operation of the panic ID.

RADIO IDENTIFIER NUMBERING SCHEME

- Unless otherwise specified, Fire & EMS agency numbering scheme shall conform to the following:
 - The first two (2) digits shall represent the ESN and/or agency station number.
 - The last two digits shall represent the designation of the individual or apparatus.
 - 11 → 19 = Engine*
 - 21 → 29 = Aerial Apparatus*
 - 31 → 39 = Tanker*
 - 41 → 49 = Rescue, Utility, or Miscellaneous Apparatus*
 - (*)The radio identifier, as listed above, shall be designated by the primary use of the apparatus.
 - 50 → 59 = Fire Officers
 - 50 if utilized, shall be the designation of the Fire Chief, and may be implemented at the discretion of the Chief Officer of the agency.
 - 60 = Fire Marshall
 - 60 shall be utilized to designate the Fire Marshall regardless of whether or not the “50” is utilized to designate the Fire Chief.
 - 61 → 69 = Miscellaneous Officers or Portable designation.
 - 61 → 69 may be utilized by fire or EMS.
 - 70 → 79 = EMS Officers or Portables.
 - 70 if utilized, shall be the designation of the EMS Captain, or EMS Director, and may be implemented at the discretion of the EMS Captain, or EMS Director.
 - 80 → 89 = EMS Units.
 - 80 may be utilized to designate a wheelchair transport vehicle, or other non-transportable EMS unit.

- 90 → 91 = Fire Police.
 - 90, if utilized, shall be the designation of the Fire Police Captain, and may be implemented at the discretion of the Fire Chief.
- Any radio utilized as a portable for a specific piece of apparatus shall have a unique identifier issued by Northampton County 911 Administration.
- Call signs used when transmitting shall mirror the issued radio identifier, unless specified otherwise.

TRANSMISSION

- EMS, Fire and Public Works personnel shall not be permitted to program transmit capability on any channel which has been designated as a law-enforcement frequency/channel.
- Units shall contact county utilizing a sender to receiver format, and wait to be acknowledged whenever possible.
- The phonetic alphabet shall be utilized when transmitting information which requires the unit to spell. i.e. - registration information, and/or wanted queries.
- Transmitters with the capability to produce/generate tones shall not be permitted without specific written authorization from Northampton County 911 Administration.
 - Testing of units capable of producing/generating tones shall be at the sole discretion of Northampton County 911 Administration.

RADIO USE

- All radio communications shall be conducted in a professional manner to ensure efficient, effective and safe operations.
- Radio communications shall be conducted in a manner which provides for brevity with well-formatted information.
- Any transmission requiring priority shall be specified in the transmission. i.e. – “5751 to County, priority.”
- The use of profane, indecent, or obscene language shall not be permitted.
- Units shall not be permitted to make unnecessary, unidentified, or improperly identified transmissions.
- Units shall not cause interference with any radio communications.
- Units shall not transmit superfluous signals or messages of any kind.
- All priority calls will take precedent over non-priority calls.
- All communications shall be in a sender to receiver format.
- Radio Transmissions:
 - Northampton County will initiate all communications with field units using “County to” and the specific unit or station number.
 - Units receiving the message shall acknowledge the receipt of the message by announcing the designated number and indicate message received.
 - If the message is unclear, either party must clarify, or ask for clarification.
 - Field units will contact County by announcing their unit number and then County.

- County will acknowledge the field unit by their number designation; the field unit will give the message in full.
 - County will acknowledge the message by announcing the unit number and summarize the message (echoing).
- Fire/EMS radio traffic:
 - All communications will take place in plain English (no 10-codes).
 - There will be no use of names, nicknames or abbreviated unit numbers on the radio.
 - The tracking of units going out of service or committed on calls out-of-County is important, but only when it affects the availability of that service.
 - Implementation of the Incident Command System is required.
 - Parties shall not argue over the radio.
- Accepted Terminology:
 - **Responding:** Unit going to an incident.
 - **On-Scene:** Unit arriving at an incident.
 - **En-Route to:** Unit going from incident to another location.
 - **At...** : Unit arriving at other location.
 - **Available:** Unit is ready for service.
 - **Off-Radio:** Unit is back at the station.
 - **Fire under control:** The spread of fire has been stopped.
 - **Fire extinguished:** Fire is out.
 - **Extrication is complete:** (...pt 1, etc.) – Patient is free from entrapment.
 - **Aircraft...(Status):** Used to request standbys, flights, etc.

UPDATES

- All updates shall be submitted in writing on company letterhead, and must be signed by a chief officer or his/her designee.
- With prior approval, updates may be accepted from a pre-approved email address.
- A chief officer may designate, in writing, an individual to handle correspondence with the Northampton County 911 Administration on behalf of their agency.
- An updated listing of personnel with radio assignments shall be provided from each agency to the County on an annual basis regardless of changes to personnel.
- An update shall be provided to the County whenever any change in personnel, or radio assignment is made by the agency.
 - Updated information shall be submitted no more than five (5) days after the effective date of the change or update.
- Law enforcement agencies shall be required to submit new officer information no later than three (3) days prior to the first shift of the officer.
- All lists and/or updates shall include, at a minimum, the name of the individual operating the radio, the radio assignment, rank or use designation, and one (1) telephone number per individual.

REGISTRATION

- All agencies shall be required to submit registration information upon requesting authorization of a new radio or new radio assignment.

- Registration information shall include, at a minimum, the following information:
 - Manufacturer,
 - Model Type,
 - Model Number,
 - Serial Number,
 - Frequency Range,
 - Programming Date,
 - Date of Purchase – Including the Vendor Name,
 - Additional registration information may be requested upon notice.
- Northampton County 911 Administration reserves the right to request registration information on radios previously authorized and/or radios which are currently in use.

DECOMMISSIONING OF RADIOS

- Agencies shall provide a written statement to Northampton County 911 Administration for any radio which is sold, donated, transferred, taken out-of-service, or otherwise decommissioned.
- Radios which are sold, donated or transferred to another agency shall be subject to the requirements contained herein.
 - Previous authorization to operate shall be null and void upon any change of ownership.
- Radios which are decommissioned shall be made inoperable on all frequencies controlled by Northampton County.

*We reserve the right to amend the contents contained herein, in part or in whole, with or without notice.