


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 032-J		<b>TITLE:</b> Radio Communications	
<b>EFFECTIVE DATE:</b> June 6, 2014	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> June 24, 2019	
<b>REFERENCE:</b> CALEA: 81.2.4 CFA 25.09		<b>RESCINDS:</b>	
 <b>Sheriff of Monroe County</b>			

- I. **PURPOSE:** The purpose of this directive is to establish guidelines for all members who utilize the agency radio communications system.
- II. **DISCUSSION:** This directive applies to all Monroe County Sheriff's Office (MCSO) personnel.
- III. **POLICY AND PROCEDURE**
  - A. Every member engaged in a field assignment shall have access to radio communications.
  - B. Assignment of Radio Numbers: The radio identification numbering system is divided into sectors and/or divisions. [CALEA 81.2.4 c] [CFA 25.09 C]
    1. A – Alpha (Admin)
    2. C – Charlie (Captains)
    3. L – Lima (Lieutenants)
    4. 11## – District 1 (Municipal Unincorporated)
    5. 12## – District 1 (Regional)
    6. K### – Lower Keys (Civil, Court Security)
    7. 41## – District 4 (Municipal Marathon)
    8. 42## – District 4 (Regional)
    9. 51## – District 5 (Municipal Unincorporated)
    10. 52## – District 5 (Regional)
    11. M### – Middle Keys (Civil, Court Security)
    12. 61## – District 6 (Islamorada Municipal)
    13. 71## – District 7 (Municipal Unincorporated)

14. 72## – District 7 (Regional)
  15. P### – Upper Keys (Civil, Court Security)
  16. T### – Traffic
  17. S### – S.I.D.
  18. Airport # – Airport Deputy
  19. D### – Delta (Corrections)
  20. R# – Romeo (Communications Supervisors)
- C. Necessary Radio Communications: Members shall inform Communications by radio when:  
[CALEA 81.2.4 a] [CFA 25.09 A]
1. Arriving at or leaving the scene of an incident
  2. Before leaving the patrol car
  3. Upon making vehicle or pedestrian stops being sure to give:
    - a. Location
    - b. Description
    - c. Registration, make and color of vehicle
    - d. Subject detention (One detained and un-detained)
    - e. When calling in and out of service
- D. Whenever an MCSO member wishes to communicate by radio to another law enforcement agency within the jurisdiction of Monroe County, he/she shall notify Communications he/she will temporarily be on a mutual aid channel and to which channel they are switching. For example, once on a mutual aid channel the member shall identify himself/herself as "Monroe County ID # to Key West Police Department on Channel #. (Giving the channel you are on). When completed the member shall return to the main radio channel and once again notify MCSO Communications he/she has returned to the normal operating channel. [CALEA 81.2.4 d] [CFA 25.09 D]