

OGDEN POLICE DEPARTMENT

POLICY 25: RADIO OPERATION & COMMUNICATION

Subject Radio Operation & Communication	Effective Date Feb 3, 2026
Department Police	Replaces Policy Dated May 16, 2022

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal 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 this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

To establish standardized procedures for the use of department-issued radios and related communications equipment. This policy ensures that all Ogden Police Department employees conduct radio communications in a manner that is professional, operationally effective, and consistent with department objectives, legal requirements, and officer safety protocols.

II. POLICY

Ogden Police Department (“OPD”) employees shall utilize department radio systems in a manner that supports officer safety, operational efficiency, and professional communication standards. Employees are expected to maintain operational readiness of their assigned equipment and adhere to established communication protocols while on duty.

III. DEFINITIONS

Assignment Designator: A radio identifier that reflects an employee’s current duty assignment and/or functional role.

Compromised Radio: A radio suspected to be unlawfully possessed, accessed, or used by an unauthorized person.

Department-Issued ID Number: The unique identification number assigned to a department employee for administrative identification purposes. Typically issued in ascending order based on hire date.

Emergency communications: Radio traffic involving an imminent threat to life, an officer safety emergency, or immediate emergency response coordination.

Enforcement-Related Activities: On-duty functions performed under color of authority that involve law enforcement, public safety response, traffic enforcement, calls for service, field operations, or other related support.

Functional Readiness: The condition of a radio being powered, operable, and capable of transmitting and receiving as intended.

ID Designator: A radio identifier that uses the Department's prefix and the employee's Department-issued ID number.

In Service: An availability status indicating an employee is able to receive assignments and respond as needed.

Malfunction: A condition in which a radio fails to operate as intended, including intermittent operation, inability to transmit or receive, significant audio issues, or other performance failure.

Priority Communications: Radio traffic requiring immediate attention due to urgent operational need or a time-sensitive safety concern.

Out of Service: An availability status indicating an employee is temporarily unavailable for assignments or response.

Phonetic Alphabet: A standardized set of words used to clearly communicate letters over radio transmissions.

Radio Transmission: A voice communication sent over a department radio system or channel intended for operational coordination.

Role Code: The portion of an assignment designator identifying an employee's unit, function, or specialized assignment.

Role Number: The portion of an assignment designator used to distinguish between individuals or assigned areas within a role code.

Ten-Code: A standardized set of numeric radio codes used to efficiently communicate common messages.

Work-Related Communications: Communications directly connected to assigned duties, department operations, officer safety, or authorized coordination with other agencies.

IV. PROCEDURE

A. Radio Assignment & Operational Responsibility

1. All Department employees who engage in enforcement-related activities will be issued one hand-held radio, one spare battery, and one battery charger.
2. While on duty, employees will ensure the availability and functional readiness of their assigned radio. This includes ensuring that a charged radio battery is always available.

B. Radio Communications

1. While on duty and engaged in enforcement-related activities, employees shall be attentive to all radio transmissions.
2. Employees must ensure that their radio transmissions are clear, concise, and contain the most accurate information available to the employee at the time the transmission is made.
3. When a transmission is unclear, incomplete, or appears inaccurate, employees will request clarification or repeat-back as needed to confirm understanding and prevent error.
4. Radio transmissions will only be utilized to broadcast work-related communications.
5. Personal or non-work-related communications are prohibited.
6. Profanity, vulgarity, or otherwise unprofessional communication is prohibited.
7. Radio communications may be monitored and recorded, meaning employees have no expectation of privacy when broadcasting.

C. Priority & Emergency Communications

1. When priority or emergency communications are broadcast, employees shall keep the radio channel clear except for communications directly related to the priority or emergency.
2. Dispatch may direct units to hold radio communications, switch channels or talk groups, or limit transmissions to essential communications in order to maintain operational control and ensure critical information is transmitted without interference. Employees shall comply with such direction.

3. The radio emergency button is reserved for circumstances involving an imminent threat to life, officer safety, or an employee in distress who requires immediate assistance—particularly when the employee cannot safely transmit details by voice. If activated unintentionally, the employee shall notify dispatch as soon as possible.

D. Malfunction

1. Radios are subject to occasional malfunction. Upon determining that a radio is malfunctioning, employees shall take themselves out of service by notifying dispatch that they are temporarily unavailable.
2. Employees who experience a radio malfunction will ensure their supervisor is notified as soon as practical.
3. Supervisors will not permit employees to be in-service if a radio malfunction is known or suspected. If notified of a malfunction, the supervisor is responsible for facilitating the repair or replacement of the affected radio.
4. Employees will not attempt unauthorized repair, modification, or reprogramming of Department radios.

E. Lost, Stolen, or Compromised Radios

1. Any employee who becomes aware that a Department radio has been lost, stolen, or may be compromised shall notify their supervisor immediately.
2. Upon notification of a lost, stolen, or potentially compromised radio, the supervisor shall immediately ensure:
 - (a) dispatch supervisory staff are notified;
 - (b) the on-shift duty-lieutenant is notified;
 - (c) Ogden City IT Department supervisory staff are notified; and
 - (d) the Training & Education Bureau Commander (lieutenant) is notified.
3. The supervisor will also ensure the incident is documented and that reasonable steps are taken to facilitate the radio's recovery.

F. Ten-Code & Phonetic Alphabet

1. Department employees will only use department-approved ten-codes and the standard phonetic alphabet.

2. Ten-codes may be used to communicate routine operational information when they are commonly understood by involved employees.
3. When there is any reasonable likelihood of confusion, employees will use plain language to ensure clarity and shared understanding.
4. The phonetic alphabet will be used to clearly communicate letters and spelling (e.g., names, license plates, serial numbers, and other identifiers).
5. The current Department-approved ten-code list and phonetic alphabet reference will be maintained and made available to employees. Employees are responsible for knowing and adhering to current standards.

G. Radio Designators

1. The agency prefix code for the Ogden Police Department is 2F.
2. When broadcasting a radio transmission, employees will identify themselves using either:
 - (a) their identification (“ID”) designator; or
 - (b) their assignment designator.
3. ID designators begin with 2F and are followed by the employee’s Department-issued ID number. ID designators may be used when an employee is engaged in extra-curricular duties not related to their typical assignment.
4. Assignment designators begin with 2F and are followed by the employee’s role code and role number.
5. Role codes for officers assigned to the **Patrol Unit** indicate the officer’s squad assignment. Role numbers for officers assigned to the Patrol Unit indicate the officer’s area assignment.

ROLE CODE	
1	Patrol Squad 1
2	Patrol Squad 2
3	Patrol Squad 3
4	Patrol Squad 4
5	Patrol Squad 5
6	Patrol Squad 6
7	Patrol Squad 7

ROLE NUMBER	
1	Area 1
2	Area 2
3	Area 3
4	Area 4
5	Area 5
6	Area 6
7	Area 7
8	Area 8

6. Role **codes** for all other Department employees are assigned as follows:

ROLE CODE	ASSIGNMENT
Air Tac	Drone Pilot
Alpha	Administrative Employees
Alpha-Charlie	Animal Services Officer
Charlie	Community Policing Officer
Lima	Community Service Officer
Delta	Investigations Bureau Detective
Echo	Crime Reduction Unit Officer
Golf	Ogden-Metro Gang Task Force Detective
Kilo	K9 Handler
Mike	Traffic Enforcement Unit Officer
NUCAT	FBI NUCAT Task Force Officer
Romeo	School Resource Officer
Sierra	Sergeant
Tango	Training Unit Officer
Victor	Parking Enforcement Officer
Whiskey	Weber-Morgan Narcotics Strike Force Agent
Yankee	Area Tactical Analysis Center Analyst
Zulu	Weber-Morgan SWAT Team Operator

7. Role **numbers** assigned to employees outside the Patrol Unit are determined by the employee's bureau commander and are used to identify an individual rather than an area of responsibility. As a result, they are not listed in this policy.
8. When broadcasting on the Department's designated radio channel, employees are not required to utilize the agency prefix designator (2F). They may instead identify using only their assigned role code and number.

V. ACCOUNTABILITY

Any Ogden Police Department employee found to have knowingly, intentionally, or negligently acted in violation of this policy may be subject to remedial and/or disciplinary action, up to and including termination, in accordance with the processes outlined in Ogden Police Department Policy 01C: Remedial and Disciplinary Procedure.

VI. FINAL AUTHORITY

The Chief of Police retains final operational and decision-making authority in matters related to this and all other departmental policies. Decisions or actions enacted by the Chief are final, subject to all applicable legal and regulatory constraints.