



*"Service with Excellence  
& Integrity"*

## Arkansas Department of Community Correction

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### **ADMINISTRATIVE DIRECTIVE: 09-12 RADIO PROCEDURES**

**TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES**

**FROM: G. DAVID GUNTARP, DIRECTOR**

**SUPERSEDES: NONE**

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**APPROVED: \_\_\_\_\_ Signature on File**

**EFFECTIVE: August 13, 2009**

- I. APPLICABILITY.** This policy is applicable to employees authorized by the DCC director to participate in the Arkansas Wireless Information Network System (AWIN).
- II. POLICY.** The DCC will cooperate as a partner in the AWIN System, using dispatch centers of the Arkansas State Police (ASP) Troop Headquarters (with approval of ASP director) in assigned counties. Authorization for installation and use of state radios is as designated by the DCC Director.
- III. PROCEDURES AND AUTHORIZED CODES.**
  - A. General Codes.** The DCC will use the authorized radio codes as indicated on Attachment 1. Except to the extent necessary to clearly and efficiently communicate messages on the radio system, when using primary dedicated channels, do not use "10-codes" in combination with spoken language. For example, "What's your 20?" Instead, simply say, "10-20." Likewise, do not broadcast that you will "be out at my 42 for dinner." To report a meal break at home to the communications center, the correct radio message would simply be "10-42." When transmitting on one of the Mutual Aid Channels (MAC), do not use the "10" series in transmitting----only clear text is permitted on MAC. Do not use the last two numbers of "10 Codes" as a "shortcut" to communicate radio messages.

- B. Outstanding Warrants.** When providing a response to inquiries for outstanding warrants, the communications center should inform you of the nature of the warrant (felony or misdemeanor) by responding “10-53-F” or “10-53-M.” The communications center should wait for your instructions before continuing with warrant data to ensure your safety is not compromised and you are prepared to receive such information.
- C. Driver’s License Check.** When requesting an out-of-state driver’s license check by driver’s license number, also include the necessary additional information e.g. name, sex, race, and DOB to ensure that a proper NCIC check is made. Use the same procedure when requesting the communications center to run “Triple I” criminal histories checks. Additionally, to run checks using a name, give the person’s last name first, first name followed by the middle initial. Transmit the person’s DOB by giving the birth year first, followed by the month and day. For example, DL checks by name: Doe, John L., and DOB 1956, 12/02. When you are requesting a check on the status of a driver’s license, you would state: “A-23-Little Rock, 10-30.” Once the communications center acknowledged this request, you would give the communications center the necessary driver’s license information. The telecommunications operators should broadcast the current time at the end of your radio transmission.
- D. Direct the Net.** Whenever you are involved in an emergency situation (shootings, pursuits, etc.), you may request that the communications center “direct the net” by stating “10-63” and providing additional information concerning the nature of the emergency. Upon receipt of such a request, the communications center should activate the alert tone and state: “10-63” – *The net is directed for \_\_\_\_\_ until further notice.*” A telecommunications operator should not “direct the net” unless requested to do so by an authorized person or when it is apparent that it is necessary for your safety. The decision to “direct the net” is always subject to review by the on-duty supervisor(s). Once “directed,” the “net” should not be released until the involved authorized persons on the scene or a supervisor makes such a request of the communications center. When “releasing the net,” the telecommunications operator should again sound the alert tone and state: “10-64 – *The net is clear.*” When the “net is directed” in an emergency situation that occurs near a troop boundary and it appears that an adjoining troop may become involved in the situation (e.g., pursuits), the telecommunications operator should immediately notify the communications center in the adjoining troop.
- E. Location.** Unless you are already engaged in radio traffic with the communications center concerning a particular matter, when the communications center calls you on the radio, you should always give your location. Use the appropriate troop letter as indicated on the “Arkansas State Police Troop Listing” reference and the following example: “Fort Smith – H-17” should cause the responding unit to reply, “H-17 – Fort Smith, 1-40 at mile 31.”

- F. Vehicle Registration Check.** In your initial contact with the communications center to request a vehicle registration check, you would ordinarily state, for example, “F-14- Warren, 10-28.” Once the communications center acknowledged this request, you would give the communications center the necessary vehicle registration information.
- G. Multiple Checks.** When requesting multiple checks at the same time, use the separate “10 Codes” for those matters in your initial contact with the communications center. For instance, you need an NCIC warrant and criminal history inquiry on the same subject. State “L-16 – Springdale, 10-51 and 10-54.” Once the communications center acknowledges this request, you should provide the information necessary for the communications center to check the subject’s status and report back to you.
- H. Switching to a Secondary Channel.** When using “10-86” to request the communications center or another officer to switch to a secondary channel, the message should be accompanied by a reference to the specific alternative channel. For example, you wish to communicate with another office on “Tac 1,” state: “B12 to B14, 10-86, Tac 1.” If you are traveling from one troop to another you would advise the communication center that you are switching from one Troop Dispatch channel to another. For example, you would state “C12 to Jonesboro 10-86 Troop D Dispatch.”
- I. Emergency Alarm.** When the communications center receives a signal from your emergency alarm, the communications center should check the validity of the alarm by requesting a traffic check of the affected person followed by the letter “E.” For example: “Hope G19 10-50E.” You should advise if the emergency alarm is accidental or otherwise invalid. Failure to do so could indicate to the communications center that you have an emergency and may be in need of assistance.

#### **IV. ATTACHMENTS.**

Attachment 1. Authorized Radio Codes

#### **V. REFERENCES.**

Reference 2-3 Arkansas State Police Troop Listing (available on the DCC EagleNet website)

Reference 2-4 Phonetic Alphabet (available on the DCC EagleNet website)

Reference 2-5 Arkansas State Users Group Template (available on the DCC EagleNet website)

**Arkansas Department of Community Correction  
AUTHORIZED RADIO CODES**

10-1 Receiving Poorly	10-39 Collision/Property Damage/Road Blocked
10-2 Receiving Well	10-40 Collision/Personal Injury/Road Not Blocked
10-3 Negative -No-Message Not Received	10-41 Collision/Personal Injury/Road Blocked
10-4 Affirmative-Yes- Message Received	10-46 Livestock on Highway
10-5 Relay	10-47 Mentally Disturbed
10-6 Busy	10-48 Pedestrian
10-7 Out of Service	10-49 Meet at (Location)
10-8 In Service	10-50 Traffic Check-No-Traffic
10-9 Repeat	10-51 Check NCIC (person, vehicle, gun, etc.)
10-10 Out of Service-Subject to Call	10-52 Neg. Ack. Of Warrant/Stolen Vehicle Inq.
10-11 Send Wrecker	10-53 Pos. Ack. Of Warrant/Stolen Vehicle Inq.
10-12 Official or Visitors Present	10-54 Check NCIC for Criminal History
10-13 Advise Road and Weather Conditions	10-56 Hazardous Material
10-14 Convoy or Escort	10-57 Fight in Progress
10-15 Prisoner on Custody	10-58 Suspicious Person
10-16 Send Ambulance	10-63 Directed NET
10-17 Pick Up Item	10-64 NET Clear
10-19 Proceed to/En-route to (Location)	10-65 Hit and Run/No Personal Injury
10-20 What is your location	10-66 Hit and Run/Personal Injury
10-21 Call by Telephone	10-67 Vehicle Fire
10-22 Disregard Last Information	10-86 Switch to Sec. Frequency (ID channel)
10-23 Standby	10-88 Advise Phone Number for Contact
10-24 Traffic Stop	10-94 Meal or Rest Break (Location)
10-25 Intoxicated Driver	10-97 Arrived at Scene
10-27 Armed Person	10-98 Clear/Finished with Assignment
10-28 Check Vehicle Registration	
10-29 Check Local Warrant Files	
10-30 Check Driver's License Status Only	
10-31 Provide Driving Violation History & Status	
10-32 Breath Test BAC	
10-33 Emergency Traffic	
10-34 Call Coroner	
10-35 Confidential Information	
10-36 Correct Time	
10-37 Pursuit in Progress	
10-38 Collision/Property Damage/Road Not Blocked	