

**OFFICIAL
CODE
BOOK**

Issued by

**CALIFORNIA POLICE
RADIO ASSOCIATION**

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THIS BOOK

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**CALIFORNIA
POLICE RADIO ASSOCIATION**

Affiliated with A. P. C. O.

No matter what degree of technical perfection is achieved in police radio, the benefits derived therefrom can be quite unsatisfactory and incomplete if operators fail to use efficient operating procedure. This manual is presented to you by the California Police Radio Association in an endeavor to improve police communications, thereby increasing the efficiency of your department.

WILLIAM E. WHITING,
President.

Peace Officers Discounts at Phillips on

Foreword

A national organization known as the Associated Police Communications Officers (APCO) was sponsored a number of years ago by the International Association of Chiefs of Police (IACP) for the purpose of bringing about a standardization of police radio activities through an exchange of ideas and experiences developed from the continued use of radio.

It is composed of Police Communications Officers, Engineers, Chiefs of Police and others vitally interested in police communications, banded together in a serious endeavor to improve communications in all its phases.

The Southern California organization known as the California Police Radio Association was organized in 1936 for the purpose of mutual assistance and cooperation, with the idea in mind of coordinating activities in such a manner that the minimum amount of interference between stations would be experienced.

The activities of the California Police Radio Association have been so successful that they recently affiliated with the Associated Police Communications Officers, Inc.

The California Police Radio Association forms a close liaison between the cities, municipalities and the Federal Communications Commission in the assigning of radio frequencies and other radio needs.

It has always been the aim of the California Police Radio Association to work for the improvement of police radio. With this thought in mind it was decided to make an effort to

Cigarette Cases - Lighters - Smokers Accessories

improve radio communications in this area through the standardization of operations methods in our various radio systems. The outgrowth of which is this code.

Every time a police radio station goes on the air, that police department is being advertised to all listeners, both within the Communication system and on the outside, to the listening public. An impression is created, which may be good or bad. If the operation of the Radio System sounds efficient, the listener will decide that the entire department is likewise efficient.

The loss of time, due to transmission of superfluous words, can be considerable in the course of a year. This time can be considered entirely wasted. Some phrases sound silly and are entirely lacking in practical police value.

The use of a standardized code increases the efficiency and effectiveness of our radio communication facilities. It is more business-like, is easy to understand by officers, and will tend to eliminate errors in information transmitted between departments.

Codes are of particular benefit to Departments in monitoring adjacent cities and stations, and tend to eliminate errors in transmission of messages by reduction of words; too many of which often result in misunderstanding and confusion, also considerable unnecessary use of air time, which in the final analysis is the primary reason for the use of a coded system.

Seconds thus saved may save a life.

CODES COMMITTEE.

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OPERATING PROCEDURE

Pronounce words distinctly and rather slowly; the normal dispatch rate should be between 40 and 60 words a minute.

Make your voice as emotionless as possible on the air regardless of the situation. Emotion tends to distort the voice and render it incapable of being copied. Attempt to make your voice a regular monotone; police stations are not broadcast stations; police messages require no expression but a high degree of intelligibility. Also, when you show anger on the air, you only become the laughing stock of those who listen to you.

Keep your face close to the microphone and speak rather softly. The radio has all the amplification it needs and above a certain point, it distorts the signal so that it is absolutely unintelligible. When you go for a drive in your car, you let the motor do the work; getting away from the microphone and screaming is equivalent to pushing your car, instead of letting the motor do it. The radio has plenty of power—let it do the work.

Be impersonal on the air. Never use the name of the person to whom you are speaking or "I"—referring to yourself. Refer to members of the force by star numbers or other designation. Your station is not licensed for person-to-person communication.

Don't guess. Check all doubtful words with the sending operator. Never receipt (10-4) for a message until definitely sure that the message is correct in every detail.

Don't try to be humorous on the air. It never sounds as funny as you think it does.

Women's Watches - Men's Watches - Timers

If it did, you could be getting a big salary in the broadcast industry!

Any transmission longer than 30 seconds should be broken up at 30-second intervals by using the words, "10-4 so far," and waiting for about 2 or 3 seconds before resuming transmission. This accomplishes two things: (1) It allows the station copying to assure you that he is receiving the message; or, if not, to ask for a repeat. (2) It allows any other station who may have an emergency transmission to go ahead without waiting, where minutes might be valuable.

All numbers should be given first as individual numbers, and then repeated, reading the number as a whole. The number 186,757 for example, would read: "One eight six, seven five seven; one hundred eighty six hundred seven hundred fifty seven." It is practically impossible to make an error in receiving a number when it is given in this manner.

DESCRIPTIONS

The description of any person should contain the following information:

1. Name
2. Colored or White
3. Age
4. Height
5. Weight
6. Color of hair
7. Color of eyes
8. Complexion
9. Physical imperfections, that would aid in identification, such as condition of teeth, etc.

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10. Description of clothing from head down.
11. Any other pertinent information, such as fingerprint classification, alias, etc.

STOLEN CARS

Many of your messages will relate to stolen cars. It is important that you supply information which is accurate and useful. The following is the information desired by most departments—the order given should be adhered to:

1. Stolen from (place)
2. Time
3. Date
4. Color
5. Year
6. Make
7. Body type
8. License number
9. Motor number
10. Any other information which will aid in identification.

The same note applies to this as to the description of a person. If the information on any one of the items is not available, it may be omitted, but the order given should not be changed.

Standard car body types should be adhered to. The following is our suggestion of classification:

- Sedan (any 4 door)
- Coach (any Tudor)
- Coupe
- Convertible Coupe
- Touring
- Roadster

Men's Rings - Silverware - Costume Jewelry

All other fancy classifications or trade titles should be omitted if positive license information is included.

RECOVERED CARS

When notification is given to another department of the recovery of a stolen vehicle, the description of the car should be given as above but, in addition, the running condition of the car should be stated. This is essential information and many states will not handle a recovered-car message unless this information is given.

IMPORTANT NOTICE!

Any Department that has need for Codes, in addition to those that are assigned, should contact the California Police Radio Association Secretary, for the assignment of any numbers between 933 and 959 inclusive.

Any Department that has a need for a Secret Code, which has to do with their own Department only, may use any number between 961 and 980 inclusive, without any notification whatsoever.

RADIO PROCEDURE

- A. A call not accompanied by Code Two or Three is a routine call and is to be answered by observing all traffic laws and without use of red light and siren.
- B. A call accompanied by the statement "Code Two" is an urgent call and is to be answered immediately and in a manner which will enable the officers to get to the scene as quickly as possible with safety by observing all traffic laws and without the use of red light and siren.

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- C. A call accompanied by the statement "Code Three" is an emergency call and is to be answered immediately and in a manner which will enable the officers to get to the scene as quickly as possible with safety, using red light and siren to obtain the right of way, if vehicle is so equipped.
- D. The following letters added to any call indicates:

CPD City or County property damage
R Report
J Juvenile
W Woman
X Armed with deadly weapon

CODES

207 Kidnapping
207-A Attempt kidnapping
211 Robbery
240 Misdemeanor assault
242 Battery
245 Assault with deadly weapon
261 Rape
261-A Attempt rape
288 Lewd and lascivious conduct
311 Indecent exposure
311-A Lewd literature
300 Gambling
390 Drunk
390-C " in car
390-D " down
390-S " in street
404 Riot
406 Unlawful assembly
415 Disturbing peace
415-A " " in auto
415-B " " investigate trouble
415-C " " Children involved

Binoculars - Game Sets - Fountain Pens - Radios

907-A Loud radio
 907-B Ball game in street
 908 Begging—residential district
 908-B “ —office building
 908-S “ —store
 909 Traffic congestion
 909-B Road blockade
 909-F Flares needed
 909-L Red lanterns needed
 909-T Traffic hazard
 910 Can you handle call
 911 Advise party
 911-A Contact informant
 911-C “ citizen
 911-B “ officer
 912 Are we clear
 913 Yes, you are clear
 914 Detectives needed
 914-C Coroner needed
 914-D Doctor needed
 914-F Fire equipment needed
 914-I Inhalator needed
 914-N Concerned party notified
 915 Improper disposal of rubbish
 915-G Improper disposal of garbage
 916 Officer holding misdemeanor suspect
 916-A “ holding felony suspect
 916-B Citizen holding misdemeanor suspect
 916-C “ holding felony suspect
 916-P Prisoner escaped
 917 Hold occupants of vehicle
 917-A Abandoned vehicle
 917-B Impound vehicle
 917-P Hold vehicle for prints
 918 Insane person
 918-A Insane person escaped
 918-V Violent insane person

Peace Officers Discounts at Phillips on

919 Keep the peace
 920 Missing adult
 920-A Found adult
 920-C Missing child
 920-F Found child
 921 Prowler
 921-A “ in rear
 921-B “ at side
 921-C Car prowler
 921-P Peeping Tom
 922 Illegal peddling
 922-A Peddling without license
 923 Saboteurs
 924 Station detail
 924-A Station call
 924-B Notify our station
 925 Person acting suspiciously
 925-A Person acting suspiciously in car
 926 Tow truck needed
 926-A Tow truck ordered
 927 Investigate unknown trouble
 927-A Investigate unknown trouble
 (Person pulled from telephone)
 927-C Check vicinity
 928 Found property
 928-B Found bicycle
 929 Investigate person down
 930 See man regarding complaint
 930-A See manager re complaint
 932 Woman or child being abused
 933 to 959 inclusive reserved for future use.
 960 Stake out, other units stay away.
 961 to 980 inclusive to be used by Depart-
 ments on calls concerning their
 Departments only; such as Bank
 Details, Escorts, etc.
 981 Frequency clear

Ceramics - Tablewares

982 Are we coming in
990 Wagon call
995 Strike trouble
996 Explosion
996-A Unexploded bomb
996-B Bomb explosion
996-G Gas explosion
998 Officer involved in shooting
999 " needs help urgently
Ten 1 Receiving poorly
Ten 2 Receiving well
Ten 3 Stop transmitting
Ten 4 O. K.
Ten 5 Relay
Ten 6 Busy
Ten 7 Out of service
Ten 8 In service
Ten 9 Repeat, conditions bad
Ten 10 Out of service, subject to call
Ten 11 Dispatching too rapidly
Ten 12 Officials or visitors present
Ten 13 Advise weather and road conditions
Ten 14 Convoy or escort
Ten 15 We have prisoner in custody
Ten 16 Pick up prisoner at.....
Ten 17 Pick up papers at.....
Ten 18 Complete present assignment as quickly as possible
Ten 19 Return to your station
Ten 20 What is your location
Ten 21 Call this station by telephone
Ten 22 Take no further action last information
Ten 23 Stand by until no interference
Ten 24 Trouble at station.....all units report at once to.....
Ten 25 Do you have contact with.....

Peace Officers Discounts at Phillips on

Ten 26 Can you obtain automobile information from?
Ten 27 Any answer our number.....?
Ten 28 Check full registration (License No., motor, name, etc.)
Ten 29 Check for wanted
Ten 30 Does not conform to rules and regulations
Ten 31 Is lie detector available?
Ten 33 Emergency traffic at this station
Ten 34 Clear for local dispatch
Ten 35 Confidential information
Ten 36 Correct time
Ten 37 Operator on duty?
Ten 38 Station report satisfactory
Ten 39 Your number.....delivered to addressee
Ten 40 Advise if officer.....available for radio call
Ten 41 Tune to.....kilocycles for test with mobile or emergency service
Ten 42 Officer.....now at his home
Ten 51 Message for local delivery via public service
Ten 52 Message for assignment to written summary
Ten 60 What is next message number
Ten 61 Stand by for CW traffic
Ten 62 Unable to copy phone, use CW
Ten 63 Net directed
Ten 64 Net clear
Ten 65 Clear for message assignment
Ten 66 Clear for cancellation
Ten 67 Stations.....carry this message
Ten 68 Repeat dispatch
Ten 69 Have you dispatched.....?
Ten 70 Net message

Perfumes - Compacts - Ladies' Handbags

- Ten 71 Proceed with traffic in sequence
- Ten 80tower lights at this station
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- Ten 81 Officer No.....will be at station
- Ten 82 Reserve hotel room with bath for
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- Ten 83 Have officer.....call this station
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- Ten 84 Advise telephone No.....your
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not return this date
- Ten 85 Officer.....left this station
for.....
- Ten 86 Officer.....left this station
for.....at.....
- Ten 87 Officer.....will be in.....if
Officer.....will be in.....
- Ten 88 What phone number shall we call
to make station to station call
to.....
- Ten 89 Request that radio servicemen be
sent to this station
- Ten 90 Radio servicemen will be at sta-
tion.....
- Ten 91 Prepare for inspection (time and
date)
- Ten 92 Your quality is poor. Transmitter
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- Ten 93 Frequencies to be checked (date)
- Ten 95 Test intermittently with normal
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- Ten 94 Test with no modulation
- Ten 96 Test continuously with tone modu-
lation for.....
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Peace Officers Dis counts at Phillips on

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Peace Officers Discounts at Phillips on

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“ “ “ will be at	

Peace Officers Discounts at Phillips on

station	Ten 90
Rape	261
“ attempt	261-A
Readable—Signals not	Ten 99
Rear—Prowler in	921-A
Receiving poorly	Ten 1
“ well	Ten 2
Reckless driving	505
Red lanterns needed	909-L
Relay	Ten 5
Repeat dispatch	Ten 68
Repeat interference.....	Ten 9
Request radio service man be sent to our station	Ten 89
Reserve hotel room with bath for officer	Ten 82
Residential district begging	908
Riot	404
Road blockade	909-B
Road conditions, advise	Ten 13
Robbery	211
Rubbish—improper disposal	915
Rules and regulations, do not con- form to	Ten 30

S

Saboteurs	923
Scene, arrived at	Ten 97
School, loitering near	647-A
See—the clerk	931-A
“ Man regarding complaint ..	930
“ Manager re complaint	930-A
“ Woman re complaint	931
Service—In	Ten 8
“ Out	Ten 7
Shooting—Ambulance	901-S
“ Officer involved	998

Engagement Rings

Signals not readable	Ten 99
Speeding or racing	510
Stake out	960
Stake Out—Other units stay away from vicinity, except in emer- gency or in response to call....	Code 5
Stand by	Ten 23
Stand by for CW traffic.....	Ten 61
Station call	924-A
“ detail	924
“ go to	Ten 19
“ lights at tower burned out	Ten 80
“ notify our	924-B
“ phone your, or some desig- nated station	Ten 21
Station report satisfactory	Ten 38
Station to station call phone num- ber	Ten 88
Stations	carry this message Ten 67
Stolen car—pick up	503-A
Stolen or wanted, check	Ten 29
Stop transmitting	Ten 3
Stores—begging in	908-S
Stray animals	905-S
Strike trouble	995
Stunting airplane	903-S
Structural fire	904-S
Subject to call, out of service....	Ten 10
Suspiciously acting person	925
“ “ “ in car ..	925-A

T

Tampering with auto	504
Telephone #.....that officerwill not return this date	Ten 84
Telephone—person pulled from...	927

Peace Officers Discounts at Phillips on

Test continuously with tone modu- lation for	Ten 96
Test intermittently with normal modulation for	Ten 95
Test with mobile or emergency ser- vice	Ten 41
Test with no modulation	Ten 94
Theft—Auto	503
“ Grand	487
“ Petit	488
“ from car—gasoline	488-A
“ from person	487-A
Time correct	Ten 36
Tone modulation, test continuous- ly with	Ten 96
Tow truck needed	926
“ “ ordered	926-A
Tower lights at station burned out.	Ten 80
Traffic accident	902-T
“ Ambulance drunk	901-D
“ Congestion	909
“ Emergency at this station..	Ten 33
“ Hazard	909-T
“ “ Auto	585
“ Personal injury, ambulance	901-T
“ proceed in sequence.....	Ten 71
Transmitter out of order, have it repaired	Ten 92
Trouble—airplane	903-T
“ at station. All units re- port at once	Ten 24
“ Investigate	415-B
“ Strike	995
“ Unknown, investigate....	927
Tune to.....kilocycles for test with mobile or emergency service.	Ten 41

Wedding Rings

U

Unable to copy phone, use CW.... Ten 62
 Unexploded bomb 996-A
 Unknown trouble, investigate.... 927
 Unlawful assembly 406
 Urgent Code 2

V

Vagrant 647
 " loitering near school or
 public place 647-A
 Vehicle—abandoned 917-A
 " Hold for prints 917-P
 " Hold occupants 917
 " Impound 917-B
 " Not involved accident... 902
 Vicinity, check 927-C
 Vicious animals 905-V
 Violent insane person 918-V
 Visitors present Ten 12

W

Wagon call 990
 Wanted or stolen—check Ten 29
 Weapon—assault with deadly ... 245
 We have prisoner in custody.... Ten 15
 What is your location Ten 20
 What is next message number.... Ten 60
 What phone number shall we call
 to make station to station call.. Ten 88
 Woman or child being abused.... 932
 " see re complaint 931

Y

Yes—you are clear 913
 Your number.....delivered to
 addressee Ten 39

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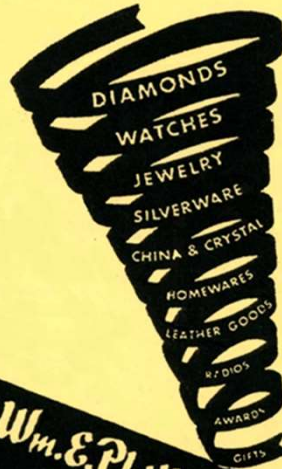
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