



**COMMUNICATIONS OPERATIONS  
LAW ENFORCEMENT POLICY**

<b>Policy No.</b> 4220	<b>Date Issued:</b> June 1, 1996
<b>Section:</b> 4200 – Officer Safety	<b>Date Revised:</b> July 10, 2023
<b>SUBJECT: REPORT ON CONDITIONS/TIME CHECKS</b>	
<b>APPROVED:</b> <signed copy on file>	_____
	Chairperson, Law Enforcement Users Subcommittee
<b>APPROVED:</b> <signed copy on file>	_____
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**1.0 Policy**

Dispatchers should be aware of an officer’s safety and perform report on condition checks following these guidelines.

**2.0 Procedure**

**2.1 Report on Conditions**

2.1.1 Dispatchers should ask an officer to report on conditions or confirm code 4 status in a timely manner. As a rule, during calls with a high potential for violence or concern for officer safety, dispatchers should ask for a report on conditions after approximately five minutes or when prompted by a CAD status time out. Dispatchers do not need to initiate a report on conditions if officers have advised they are code 4 (no assistance needed). Dispatchers will echo all responses other than “code 4” and re-status the units, thus resetting the CAD time out timer.

2.1.2 If an officer does not answer a report on conditions request, dispatchers should repeat the request, simulcasting on the primary and any auxiliary radio frequencies. If, after three attempts (the initial request and two simulcasts), the officer does not respond, dispatchers will issue an alert tone (alert 1) and call the officer again. If there is no response, dispatchers will notify the patrol

supervisor immediately and dispatch a cover unit to the officer's last known location.

2.1.3 Dispatchers should require acknowledgment of all report on condition requests. Verbal responses stating the officer's ID and status are ideal. Microphone clicks are not acceptable responses to report on condition requests.

2.1.4 Dispatchers will use the following guidelines when evaluating the need for a report on conditions in specific situations. Whenever dispatchers are in doubt, they will err on the side of safety and ask for a report on conditions.

## **2.2 Traffic Stop**

Dispatchers will request a report on conditions after a maximum of five minutes. Dispatchers will consider the type of traffic stop, location, time of day, and the urgency or hesitation in the officer's voice to determine if the time limit should be shorter.

## **2.3 Warrants, Civil, Subpoenas, Special Details (Vice, Narcotics, etc.)**

Only the units involved and their supervisor know approximately how long they will be off the air. Therefore, if they have reason to believe that a problem may occur they should advise radio beforehand. However, common sense is the basic factor both field and communications personnel should apply to all situations.

## **2.4 Crimes in Progress**

Unless the officer sets their own time, five minutes is a reasonable amount of time to expect the responding officer to complete a partial analysis of a situation. Either the responding officer or the back-up officer can advise code 4.

## **2.5 Unidentified Radio Traffic**

2.5.1 When conducting a report on conditions check for unidentified radio traffic, dispatchers should radio out to inquire if there was a unit with traffic for dispatch, if no response, transmit that you are initiating a roll call. State the time on the primary radio channel and advise units to acknowledge.

2.5.1.1 Netcom should raise field units with their identifier in order of their beat (north to south) or in numerical order of their identifier. Example: "NetCom to all units, initiating roll call at 0300 hours, 2-2 NetCom."

2.5.1.2 At the conclusion of the roll call, dispatchers should acknowledge all units and sign off with the time. Example: "All units accounted for, NetCom clear 2358."

## **2.6 Check in Progress**

On occasion, field units will advise they will be "off the air" for a certain period of time. If the unit does not check back in after the estimated time has passed, dispatchers will make three attempts to contact the officer within a reasonable amount of time. If the officer does not answer, dispatchers will immediately dispatch a unit to the last known location of the officer and inform the patrol supervisor of the situation.