



## COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

**Policy No. 4345** Date Issued: June 1, 1996  
Section: 4300 – Radio Procedures Date Revised: July 10, 2023

**SUBJECT: BE ON THE LOOK OUT (BOL) BROADCASTS**

APPROVED: <signed copy on file>  
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Chairperson, Law Enforcement Users Subcommittee

APPROVED: <signed copy on file>  
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Amethyst Uchida, General Manager

### 1.0 Purpose

- 1.1 To provide guidelines to dispatchers on when and how to broadcast Be On the Lookout (BOL's). For this procedure, "local" is referring to the county of origin in which the crime occurred.

### 2.0 Missing Person/Wanted Person/Suspect in Crime

- 2.1 Dispatchers will use the following format for broadcasting missing and/or wanted persons and/or suspect in crime BOL's.

Warble Tone: "(Agency Name) to all units and stations, standby to copy (incident type) BOL, (Agency Name) authority."

Pause approximately 10-15 seconds to give units time to prepare to copy the BOL.

Warble Tone: "(Agency Name) to all units and stations, (incident type) BOL, (Agency Name) the authority".

- a. Wanted for (code/description) by (Agency Name)
- c. Vehicle description, plate and registered owner (if available)
- d. Name (last name, first name)
- e. Race
- f. Sex
- h. Age or DOB

- i. Height
- j. Weight
- k. Hair color
- l. Eye color
- m. Complexion
- n. Obvious physical imperfections (glasses, scars, tattoos, etc.)
- o. Clothing (head to toe)
- p. Other pertinent identification information (i.e. - direction of travel, weapons, etc.)

Conclude the broadcast, "(Agency Name) clear, (time)."

### 3.0 Stolen Vehicles

- 3.1 Because stolen vehicles (10851's) are considered "officer safety" related, dispatchers will broadcast BOL's for stolen vehicles meeting *any* of the following criteria as guidelines:
  - a) Taken within the previous 12 hours in the tri-county area (Santa Cruz, north Monterey, (including Salinas) and San Benito counties) and surrounding areas that are in close proximity to Santa Cruz and San Benito county lines.
    - i. Any indication of any specific officer safety issue, including any known gang affiliation or involvement, vehicle taken during any violence, or any known weapons involvement should be broadcast anytime (does not need to be within the 12-hour taken time element).
    - ii. Any embezzled vehicle.
    - iii. Any known suspect description(s).
- 3.2 Dispatchers will also transmit stolen vehicle BOL's to all on-duty units via MDC's.
- 3.3 The following dispatch guidelines and format should be used when transmitting 10851 BOL's:

For Santa Cruz County: Out-of-county and non-User agency 10851 BOL's should be broadcast on County Wide Mutual Aid Channel (i.e. SO Red) and both CLEMARS.

User agency BOL's should be broadcast on the originating agency's primary Blue channel, CLEMARS and SO Red if in Santa Cruz County as follows:

Warble Tone: "(Agency Name) to all units and stations, standby to copy a BOL, 10851, (Agency Name) the authority."

Pause approximately 10-15 seconds to give units an opportunity to prepare to copy the BOL.

Warble Tone: “(Agency Name) to all units and stations, BOL, 10851, (Agency Name) the authority. Vehicle taken from (location) at (time and date). The vehicle is described as:

- b. Year, make, model, color (top color over bottom color)
- c. License state and number (Repeat license number phonetically.)
- d. Any suspect information (Follow same description format as listed for wanted persons.)”

Conclude the broadcast, "(Agency Name) clear, (time)."

- 3.4 Dispatchers will broadcast reckless driver, DUI, or informational-type BOL's on the local agency's primary. Informational BOL's do not require a hard copy follow-up.
- 3.5 Dispatchers will follow up BOL radio broadcasts with hard copy BOL's. Hard copy BOL's should follow the same format as BOL broadcasts; using standardized abbreviations where appropriate. The local jurisdiction's Records Division may be responsible for sending hard copy BOL's, depending on the time of day and the agency. If required, dispatchers will fill out an Admin Message in CLETS and forward it to the appropriate Records Division. Time permitting, dispatchers may send the hard copy BOL themselves.
- 3.6 Dispatchers will broadcast any hard copy BOL's received from outside agencies relating to any officer safety issues, that pertain to Santa Cruz, San Benito, north Monterey, (including Salinas) and areas of counties that are in close proximity to Santa Cruz and San Benito county lines on the local agencies' primary, secondary, and CLEMARS frequencies. If the hard copy BOL requests the information not be broadcast via the radio, dispatchers will notify the local patrol watch commander by telephone, MDC, or in person.

#### **4.0 County-Wide**

- 4.1 When possible and appropriate, dispatchers may simulcast a BOL on all local agency primary frequencies. Such circumstances would typically include a felony, violent misdemeanor, or officer safety information, and a sufficient vehicle description to make identification probable. A county-wide BOL broadcast must be approved by the responsible patrol watch commander. When broadcasting a county-wide BOL, dispatchers will:
  - a. Confirm local primary frequencies are clear for broadcast.
  - b. Simul-select primary and secondary frequencies, and CLEMARS.

Alert 2 Tone: "NetCom to all units and stations, standby to copy (incident type), BOL, (Agency Name) authority."

Pause approximately 10-15 seconds to give units an opportunity to prepare to copy the BOL.

Alert 2 Tone: Follow the same BOL formats as for local agency broadcasts.

Conclude the broadcast, "NetCom clear, (time)."

- 4.2 Dispatchers will transmit via county-wide BOL all available information immediately following a hot felony crime.

## **5.0 Mobile Data Computers (MDC's)**

- 5.1 All BOL's will be distributed via MDC as soon as possible after the voice broadcast. MDC BOL's will be sent to all on-duty field units.