

## SEMD-SD-RO-209 – Radio Communications

### **1. Purpose**

The purpose of this procedure is to establish minimum acceptable guidelines for two-way radio communications by Security Department personnel. The intention of this policy is to clarify the proper use of phonetic characters and describe the necessity of transmitting information in a timely manner for crisp, proficient broadcast(s).

### **2. Scope**

This procedure shall be applicable to and is to be implemented by all Security personnel.

### **3. Applicability**

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

### **4. Effective Date and Date Reviewed/Updated**

This policy went into effect on June 9, 2016 and its update was effective on February 1, 2024.

### **5. Policy**

The Fermilab Security Department shall maintain a system of two-way radio communication, which is reliable in both daily operation and emergency situations. All radio transmission(s) shall be conducted in a professional and appropriate manner at all times.

### **6. Radio Communication**

6.1. All Security Department personnel using radios shall be held responsible for practicing proper ‘on-air’ etiquette and maintaining professionalism in all communications. This procedure shall restrict and prohibit the use of profanities, slurs, offensive terminology and/or other unprofessional language. Misconduct, which includes the unauthorized broadcast of inappropriate radio communications, shall be reported to the Fermilab Security Supervisor for immediate corrective action.

All Security Department personnel shall use Standard English for the majority of their radio communications with only the following exception: Emergency Response Code System.

Code Five: Radiation Incident

6.1.1 “Ten-Codes” may be used in radio communication to achieve efficient radio transmissions. Ten-codes shall not be used when operating in a mutual aid environment with any units outside the Fermilab Security Department.

- 10-2 Signal Loud & Clear
- 10-6 This unit is on assignment
- 10-7 Out of service/on break
- 10-8 In service
- 10-9 Repeat your last transmission
- 10-12 Stand by
- 10-20 This unit’s location is
- 10-21 Call # By phone
- 10-22 Disregard
- 10-23 Arrived on the scene
- 10-25 Report in person to
- 10-28 Vehicle registration information
- 10-32 Person w/weapon (gun, Bow & arrows, large knife, etc.)
- 10-41 Beginning duty
- 10-42 Ending duty
- 10-43 Information
- 10-61 Personnel in Area
- 10-76 En route
- 10-97 Radio check

6.1.2 All Security Department personnel, to clarify the correct spelling in any radio communication, should use the phonetic alphabet. The following shall be the recommended and sanctioned phonetic alphabet:

A - Adam	J - John	S - Sam
B - Boy	K - King	T - Tom
C - Charles	L - Lincoln	U - Union
D - David	M - Mary	V - Victor
E - Edward	N - Nora	W - William
F - Frank	O - Ocean	X - X-ray
G - George	P - Paul	Y - Young
H - Henry	Q - Queen	Z - Zebra
I - Ida	R - Robert	

6.1.3 All Security Department personnel should obtain the following descriptions when broadcasting an all-points bulletin or announcement.

Vehicle Description	Situation Report
C - Color	S - Size
Y - Year	A - Activity
M - Make	L - Location
B - Body Style	U - Uniform
A - Antenna	T - Time
L - License plate number	E - Equipment

Person - Physical Description  
Sex/Gender  
Skin color/appearance/complexion  
Age  
Height  
Weight  
Build

- Hair color
- Eye color/ glasses
  
- Person - Clothing Style
- Hat
- Shirt
- Coat
- Trousers/Pants
- Socks/Shoes
- Any observable accessories

6.2 All Security Department personnel shall keep all radio messages to the minimum length necessary to communicate the appropriate information. At no time shall Security Department personnel deliberately transmit confidential or sensitive information via radio, UNLESS THE SITUATION INVOLVES POTENTIAL HARM TO THE OFFICER OR ANOTHER OFFICER, IS A REQUEST FOR EMERGENCY SERVICES OR IS REQUIRED TO PREVENT LOSS OF LIFE OR PROPERTY.

## 7. Definitions

- 7.1 May - The use of the word “may” indicate an optional action.
- 7.2 Shall - The use of the word “shall” indicate a required action.
- 7.3 Should - The use of the word “should” indicate a recommended action.

## 8. Responsibilities

- 8.1. Security & Emergency Management Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.

- 8.2 Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any system irregularities.
- 8.3 Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement this procedure.
- 8.4 Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall ensure that all members of the guard force are in compliance.
- 8.5 Security Officers are responsible for understanding and adhering to the instructions described within this procedure.
- 8.6 Fermilab Security Supervisors shall be responsible for providing training, monitoring and ensuring that all Security personnel understand and comply with this procedure.

## 8. Authorities

Fermilab Security & Emergency Management Division Security Department

## 9. Owner

The Physical Security Manager is the owner of this policy.

## 10. Review Cycle

This policy shall be reviewed annually or more frequently, as needed.

## 11. Communication Plan

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.