

ST. LOUIS AREA TRUNKED EMERGENCY RADIO (S.L.A.T.E.R.) LAW ENFORCEMENT USER GUIDE

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I. DEFINITIONS

Alias: a unique identifier assigned to each mobile and portable radio.

Emergency Communications Commission (ECC): the entity responsible for administering the St. Louis Area Trunked Emergency Radio System.

Emergency Operations Center (EOC): the structure that houses the Emergency Communications Commission, the infrastructure of the 800 MHz radio system, the Office of Emergency Management, and the St. Louis County Police Department's dispatch center.

Encryption: a method used to encrypt or "scramble" voice traffic so that only authorized parties can listen.

Global Positioning System (GPS): a space-based navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites.

Interagency: communicating between multiple agencies.

Interdisciplinary: communicating between various disciplines (e.g. Police, Fire/EMS, and Public Works).

Interoperability (i.e. "Interop", "I/O"): the ability for systems, disciplines, and users to work together on a unified radio network.

Mobile radio: a radio installed in an emergency vehicle.

MOSWIN: Missouri Statewide Interoperability Network; a statewide radio system for Missouri State, Local and Federal agencies.

Off-network: any communication on a talk group which occurs off of the St. Louis County trunked radio system.

On-network: any communication on a talk group which occurs within the St. Louis County trunked radio system.

Portable radio: a hand-held radio issued to an individual officer.

PSAP (Public Safety Answering Point): an emergency 9-1-1/dispatch agency.

P25/PROJECT 25: a suite of standards for digital radio communications for use by federal, state, and local public safety agencies in North America to enable them to communicate with other agencies and mutual aid response teams in emergencies.

SLATER: St. Louis Area Trunked Emergency Radio System.

Talk group: a channel which can be used to communicate with other radio system users or to monitor radio system activity.

Zone: a grouping of 16 talk groups/channels programmed into a radio.

II. INTRODUCTION

The Law Enforcement Radio Users Guide was developed under the direction and guidance of the Law Enforcement Radio Users Group with the following goals in mind:

- Establish a guide to facilitate uniform communications; and
- Facilitate effective and safe emergency operations by establishing standards for radio channel /talk group utilization; and
- Improve public service response outcomes by standardizing communication protocols; and
- To serve as a guide to command and control radio operations

III. PURPOSE

In order to use communications equipment and systems effectively, public agency responders must have access to channels used for multi-disciplinary and multi-jurisdictional response. Planning for radio usage and programming interoperable talk groups into radios in advance of an emergency or planned event enhances preparedness. If communities plan their radio systems and operations to meet only their perceived immediate needs, they will be less able to give or receive assistance, either multi-jurisdictional or multi-discipline. Interoperability in the form of mutual aid to adjacent jurisdictions or assistance to distant areas suffering a major disaster requires advanced planning, including interoperable communications.

The purpose of this Guide is to establish a protocol for radio procedures and utilization of the Interoperable, Inter-agency communications system, when Law Enforcement agencies respond to incidents or provide services to another public entity.

As such, it is important to establish a baseline of policies and procedures that describe where, when, and how Law Enforcement and other disciplines will communicate during an interagency, and/or multi-disciplinary event.

IV. CHANNELS AND COMMUNICATION

For the purpose of this document, a channel or talk group is a designated communication link assigned to a group of radio users.

Throughout this document, the terms “CHANNEL” or “TALK GROUP” may be used interchangeably.

A. ROUTINE OPERATION AND USE OF COMMUNICATION DEVICES

For normal operations, Law Enforcement Radio Users (LERU) will utilize their home zone, agency specific talk groups. These talk groups generally reside in ZONE 1 of the Law Enforcement radios.

Each agency is expected to internally train radio users and establish internal personnel policies consistent with the general rules and protocols established by the St. Louis County Emergency Communications Commission for the use of the County-wide communications system. A sample policy guide is provided and attached hereto as “Exhibit B”.

Each agency in St. Louis County has been assigned a group of agency specific talk groups to facilitate routine communication operations. The agency specific talk groups, along with three direct talk interdisciplinary talk groups, are programmed in ZONES 1 and 2 of each Law Enforcement Radio. While each Law Enforcement Radio is uniquely identified, the following table is intended to define the general conceptual construct of ZONE 1 and 2.

- For the purpose of clarity, where “***” is used in this table, it is intended to represent the three letter agency identifier.
- Due to scale and complexity, St. Louis County’s “Home Zone(s)” are not represented. They include multiple zones to provide for departments and geographical operational districts. However, the concepts defined herein are still applicable.
- Due to the scale and complexity, St. Louis County’s zone numbers may vary from the standard Law Enforcement radio zones.

Standard ZONE 1 Programming

Number	Talk Group Name	Talk Group Description
1	*** PD	This talk group is intended for all radio dispatching for each agency, and is a FIXED SCAN PRIORITY talk group. (ENCRYPTED)
2	PURSUIT	This talk group is intended for use as a county-wide pursuit talk group.
3	STATE	This talk group is intended for use with agencies bordering St. Louis County on the State of Missouri network (MOSWIN) to communicate during regional pursuits, bank ETS, etc. <u>This talk group is off the St. Louis County radio network.</u>
4	SLC SOA N/S	This talk group is intended to provide a Car-to-Car talk group that is usable by all police personnel and segregated by region; N = agencies north of Page Avenue, S= agencies south of Page. (ENCRYPTED)
5	*** SUP	This talk group is uniquely assigned for use by each specific agency as a support channel and is ENCRYPTED . (channel is also open for agency discretion)
6	*OPEN*	Open for agency discretion
7	*OPEN*	Open for agency discretion
8	*OPEN*	Open for agency discretion
9	*OPEN*	Open for agency discretion
10	*OPEN*	Open for agency discretion
11	*OPEN*	Open for agency discretion
12	SLC LAW1	This talk group is intended for use at an event, on scene. (ENCRYPTED)
13	SLC LAW 2	This talk group is intended for use at an event, on scene. (ENCRYPTED)
14	SLCTACT 1	This talk group is intended for use with joint tactical operations conducted within St Louis County. This talk group is ENCRYPTED .
15	SLCTACT 2	This talk group is intended for use with joint tactical operations conducted within St Louis County. This talk group is ENCRYPTED .
16	*** PD	This talk group is intended for all radio dispatching for each agency, and is a FIXED SCAN PRIORITY talk group.

Standard ZONE 2 Programming

Number	Talk Group Name	Talk Group Description
1	*** PD	This talk group is intended for all radio dispatching for each agency, and is a FIXED SCAN PRIORITY talk group. (ENCRYPTED)
2	SLC SOA N/S	This talk group is intended to provide a Car-to-Car talk group that is usable by all police personnel and segregated by region; N = agencies north of Page Avenue, S= agencies south of Page. (ENCRYPTED)
3	SLC SOA N/S	This talk group is intended to provide a Car-to-Car talk group that is usable by all police personnel and segregated by region; N = agencies north of Page Avenue, S= agencies south of Page. (ENCRYPTED)
4	7TAC51D	These talk groups are intended for on-scene off-network communication with Fire and Public Works. <u>This talk group is off the St. Louis County radio network.</u>
5	7TAC52D	These talk groups are intended for on-scene off-network communication with Fire and Public Works. <u>This talk group is off the St. Louis County radio network.</u>
6	7TAC53D	These talk groups are intended for on-scene off-network communication with Fire and Public Works. <u>This talk group is off the St. Louis County radio network.</u>
7	SLCLAW3	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
8	SLCLAW4	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
9	SLCLAW5	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
10	SLCLAW6	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
11	SLCLAW7	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
12	SLCLAW8	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
13	SLCLAW3	This talk group is intended for on-scene communication for an event/incident/detail requiring an additional talk group not assigned to a specific agency. This talk group is ENCRYPTED .
14	800 PT PT	Direct Mutual Aid communication between PSAP's in the region.
15	MODOTRSA	This talk group is intended for communication between police and the Missouri Department of Transportation (MODOT) Motorist Assist trucks (future use).
16	*** PD	This talk group is intended for all radio dispatching for each agency, and is a FIXED SCAN PRIORITY talk group.

B. COUNTY-WIDE INTEROPERABLE COMMUNICATIONS & RESPONSE

In order to provide for a coordinated response or delivery of services, it is sometimes necessary to provide communication capabilities not only across jurisdictional boundaries, but also across functional discipline boundaries. In order to ensure an effective and coordinated response, Fire, Police, Public Works, and other agency responders require the capability to communicate during events, training, and incident responses. Interoperable (I/O) talk groups provide cross discipline communication for St. Louis County agencies and other regional partners. These talk groups are available for any Law Enforcement Radio agency to communicate with other Law Enforcement Radio agencies, in accordance with St. Louis County Emergency Communications Commission guidelines.

The St. Louis County I/O Zones and talk groups are the primary means of multi-discipline interoperable communications within St. Louis County. The St. Louis County I/O talk groups are to be used for cross discipline communications within a Unified Command structure, where multi-discipline public safety and public services have a need to collaborate in a command structure to mitigate an incident or communicate during a scheduled event.

All Law Enforcement Radios have been programmed with 31 St. Louis County I/O talk groups in ZONES 3 and 4. These talk groups are reserved for emergency response or scheduled events and are solely assigned by the St. Louis County Police Division of Communications.

The SLC CALL (Zone 3 / Channel 1) channel is continuously monitored by the St. Louis County Police Bureau of Communications. In the event a Law Enforcement responder encounters an incident which requires a coordinated, multi-agency and multi-disciplinary response, they should contact the St. Louis County Police Bureau of Communications through SLC CALL and request appropriate assistance and reservation of an adequate number of I/O channels for the incident response. An Incident Commander, or PSAP Dispatcher at the direction of an Incident Commander, shall contact the St. Louis County Police Bureau of Communications on SLC CALL and request talk group assignments from the SLC I/O Zone. The St. Louis County Police Bureau of Communications will assign available talk group(s) and notify the Incident Command on the SLC CALL talk group, there by informing all PSAPs in the County.

A request for the usage of a SLC I/O talk group(s) for pre-planned events shall be handled by calling the St. Louis County Bureau of Communications at 636-529-8225. The St. Louis County Police Bureau of Communications shall be responsible for assigning, managing, and notifying Public Safety Access Point (PSAP) agencies of the current status of usage. The St. Louis County Police Bureau of Communications may transfer assigned channel(s) to another PSAP, with proper notification provided to the respective PSAP agencies and the Incident Commander.

The following table illustrates ZONES 3 and 4 (available in all LE radios), which contain the SLC CALL talk group and the 31 County-wide I/O talk groups:

Channel	SLC WIDE INTEROP ZONE 3	SLC WIDE INTEROP ZONE 4
1	SLC CALL	SLCIO 17
2	SLCIO 2	SLCIO 18
3	SLCIO 3	SLCIO 19
4	SLCIO 4	SLCIO 20
5	SLCIO 5	SLCIO 21
6	SLCIO 6	SLCIO 22
7	SLCIO 7	SLCIO 23
8	SLCIO 8	SLCIO 24
9	SLCIO 9	SLCIO 25
10	SLCIO 10	SLCIO 26
11	SLCIO 11	SLCIO 27
12	SLCIO 12	SLCIO 28
13	SLCIO 13	SLCIO 29
14	SLCIO 14	SLCIO 30
15	SLCIO 15	SLCIO 31
16	SLCIO 16	SLCIO 32

C. ST. LOUIS COUNTY REGIONAL INTEROPERABLE COMMUNICATIONS & RESPONSE

When necessary, agencies from multiple participating counties may coordinate their response to an incident through the use of regional interoperability talk groups. These sixteen (16) I/O talk groups are located in Zone 5 of all law enforcement radios, and are available for Police, Fire, and Public Works agencies. LE radio system users may utilize the SLR I/O talk groups without requesting an available talk group from a PSAP or the St. Louis County Police Division of Communications.

Channel	REGIONAL INTEROPERABILITY ZONE 5
1	SLR IO1
2	SLR IO2
3	SLR IO3
4	SLR IO4
5	SLR IO5
6	SLR IO6
7	SLR IO7
8	SLR IO8
9	SLR IO9
10	SLR IO10
11	SLR IO11
12	SLR IO12
13	SLR IO13
14	SLR IO14
15	SLR IO15
16	SLR IO16

D. JEFFERSON & ST. CHARLES COUNTIES INTEROPERABLE TALK GROUPS

Jefferson County's regional interoperable talk groups will reside in Zone 6. These talk groups may be used to coordinate a response to an incident in Jefferson County. The usage of these talk groups will be determined by their respective agencies.

Channel	REGIONAL INTEROPERABILITY ZONE 6	REGIONAL INTEROPERABILITY ZONE 7
1	JEFF CO IO1	SCC IO1
2	JEFF CO IO2	SCC IO2
3	JEFF CO IO3	SCC IO3
4	JEFF CO IO4	SCC IO4
5	JEFF CO IO5	SCC IO5
6	JEFF CO IO6	SCC IO6
7	JEFF CO IO7	SCC IO7
8	JEFF CO IO8	SCC IO8
9	JEFF CO IO9	SCC IO9
10	JEFF CO IO10	SCC IO10
11	JEFF CO IO11	SCC IO11
12	JEFF CO IO12	SCC IO12
13	JEFF CO IO13	SCC IO13
14	JEFF CO IO14	SCC IO14
15	JEFF CO IO15	SCC IO15
16	JEFF CO IO16	SCC IO16

E. ISSI INTEROPERABILITY

As part of the P25 radio standard, the Inter RF Subsystem Interface (ISSI) is a non-proprietary interface to allow two or more P25 radio systems to interconnect so that radios from either system can roam between those networks.

The SLATER system will interconnect with both the State of Missouri's MOSWIN and the State of Illinois' STARCOM21 systems.

F. REGIONAL INCIDENT COMMAND SYSTEM 205

The Incident Command System (ICS) was developed by Federal Emergency Management Agency (FEMA) as a way to provide a common hierarchy within which responders from multiple agencies can be coordinated effectively when responding to a major incident. Part of the ICS initiative is the preparation of a list of talk groups and frequencies that would be assigned to such an incident. In the event of such an incident, talk groups would be selected by the designated ICS Commander and would be used to complete the standardized Incident Radio Communications Plan (ICS 205) form as shown in Exhibit C of this document

G. COUNTY-WIDE INTEROPERABLE TRAINING CHANNELS

It is also necessary to provide for communications between agencies and between multiple disciplines on an as-needed, ad hoc, casual or unscheduled basis. The Law Enforcement Radios are programmed with 32 “training” channels in zones 10 and 11 and identified as SLC N TRN and SLC S TRN. These zone identifiers are abbreviations for St. Louis County North Training and St. Louis County Training South. These zones can be utilized by law enforcement, fire and EMS, or for joint training exercises. Just as with the Car-to-Car talk groups, the dividing line to determine which zone to use will be Page Avenue. Groups consisting of users across disciplines and multiple agencies can independently coordinate their use of these talk groups as operational needs require. Unlike the County-wide I/O talk groups, these zones are not generally monitored by a PSAP and are not generally assigned by the St. Louis County Police Bureau of Communications. These talk groups are intended to facilitate training exercises, events, or other irregular daily inter-agency communications. They are not intended for regular, ongoing, or routine operational purposes. On an as-needed basis, users simply coordinate communications for these “training channels” by advising participants to rally at a pre-identified talk group, e.g. “SLCTRN12”.

Channel	St. Louis County North Training ZONE 10	St. Louis County South Training ZONE 11
1	SLCTRN 1	SLCTRN17
2	SLCTRN 2	SLCTRN18
3	SLCTRN 3	SLCTRN19
4	SLCTRN 4	SLCTRN20
5	SLCTRN 5	SLCTRN21
6	SLCTRN 6	SLCTRN22
7	SLCTRN 7	SLCTRN23
8	SLCTRN 8	SLCTRN24
9	SLCTRN 9	SLCTRN25
10	SLCTRN10	SLCTRN26
11	SLCTRN11	SLCTRN27
12	SLCTRN12	SLCTRN28
13	SLCTRN13	SLCTRN29
14	SLCTRN14	SLCTRN30
15	SLCTRN15	SLCTRN31
16	SLCTRN16	SLCTRN32

H. MOSWIN AND FEDERAL INTEROPERABLE ZONES

The Law Enforcement Radios are programmed with multiple zones intended to be used in response to larger regional or national incident response. In general, Law Enforcement Radio Users will not initiate or utilize communications within these zones unless and until so directed by the communications officer or incident command in response to a coordinated emergency response or exercise. Law Enforcement Radio Users should not access these talk groups except when specifically directed.

MOSWIN is a statewide radio system for Missouri State, Local and Federal agencies. MOSWIN resides within the Missouri Department of Public Safety and is managed and operated by the MOSWIN System Administration.

When utilizing the MOSWIN system, users are no longer on the SLATER system.

Law Enforcement Radios include all MOSWIN Regions (located in Zones 12-21). Zone 12 consist of MOSWIN's Interoperability (I/O) channels. Zones 13-21 correspond with each Troop of the Missouri Highway Patrol (ex. MOSWIN REG C = Troop C Region).

The MOSWIN Home I/O Zone and Region (Troop) C are illustrated below:

Channel	MOSWIN IO & HOME ZONE 12	MOSWIN REG C ZONE 15
1	(Your Agency Dispatch)	(Your Agency Dispatch)
2	MOIOCAL	CIO CALL
3	MO IO 1	C IO1
4	MO IO 2	C IO2
5	MO IO 3	C IO3
6	MO IO 4	C IO4
7	MO EVT 1	C EVT 1
8	MO EVT 2	C EVT 2
9	MO EVT 3	C EVT 3
10	MO EVT 4	C EVT 4
11	MO EVT 5	C EVT 5
12	SLC ALL	C LAW 1
13	SLC TRVL	C LAW 2
14	SLCDATA 1	C LAW 3
15	SLCDATA 2	C SWAT 1
16	SLCDATA 3	C SWAT 2

Federal Interoperability (ZONES VHF LEIO, NA PS1, NA PS2, NA I/O, NA PD, & NA FDEMS)

If an emergency conditions exists these additional channels may be utilized temporarily for interoperability during a short term emergency where operations do not exceed 60 days. These channels are neither monitored nor assigned by a PSAP, however are utilized on a first come basis. (These talk groups are located in zones 22-27)

The VHF LE I/O zone is only programmed into mobile radios due to technical limitations of the portables.

Any channels below ending in “D” are direct (radio to radio).

VHF LAW ENFORCEMENT I/O ZONE 22	NATIONAL GEN PS I/O CHANNELS ZONE 23	NATIONAL GEN PS I/O CHANNELS ZONE 24	NON – FEDERAL 800 MHz INTEROP ZONE 25	NATIONAL PD & OTHER I/O ZONE 26	NATIONAL FD/EMS I/O ZONE 27
VLAW31	7CALL50	7CALL70	8CALL90	7LAW61	7MED65
VLAW32	7CALL50D	7CALL70D	8CALL90D	7LAW61D	7MED75D
MO SH NT	7TAC51	7TAC71	8TAC91	7LAW62	7MED66
MTAC	7TAC51D	7TAC71D	8TAC91D	7LAW62D	7MED76D
VCALL10D	7TAC52	7TAC72	8TAC92	7LAW81	7MED86
VTAC11D	7TAC52D	7TAC72D	8TAC92D	7LAW81D	7MED86D
VTAC12	7TAC53	7TAC73	8TAC93	7LAW82	7MED87
VTAC13	7TAC53D	7TAC73D	8TAC93D	7LAW82D	7MED87D
VTAC14	7TAC54	7TAC74	8TAC94	7DATA69	7FIRE63
VTAC36	7TAC54D	7TAC74D	8TAC94D	7DATA69D	7FIRE63D
VTAC37	7TAC55	7TAC75		7MOB79	7FIRE64
STL CALL	7TAC55D	7TAC75D		7MOB79D	7FIRE64D
STL TAC	7TAC56	7TAC76		7DATA89	7FIRE83
MAR 16	7TAC56D	7TAC76D		7DATA89D	7FIRE83D
Weather7	7GTAC57	7GTAC77			7FIRE84
	7GTAC57D	7GTAC77D			7FIRE84D

(Remainder of page left blank intentionally)

I. Encryption: Purpose & Use & Policy

As with most modern digitally trunked radio systems, SLATER has the capability of encrypting communications on any talk group it manages. This encryption requires that each individual SLATER managed radio (portable or mobile) be programmed with a unique key that is used to both encrypt outgoing and decrypt incoming traffic. This encryption will help to ensure that radio traffic on these talk groups only be monitored by individuals authorized to possess SLATER managed radios.

All Law Enforcement talk groups will be encrypted with the exception of the following:

- All municipal I/O talk groups
- Pursuit talk group (Zone 1 / Channel 2)

J. Emergency Alert Tones: Purpose & Use & Policy

Each SLATER managed radio (portable and mobile) are equipped with an orange colored emergency alert button. The purpose of this button is to give an officer an easy and quick method of alerting his dispatcher and fellow officers they he/she is in need of aid. The emergency alert tone is activated by pressing and holding this button for 2 seconds. When activated, the following will occur:

1. The officer's radio will automatically be returned to his/her home talk group (Zone 1 / Channel 1)
2. An alert tone will be sounded on all radios who are monitoring the affected officer's home talk zone.
3. The displays of all radios (portable and mobile), which are monitoring the talk group, will either turn orange or display an orange emergency banner across the top and display the unique identifier of the affected officer's radio (see Exhibit A for further explanation of radio identifiers).
4. The last known GPS coordinates of the affected officer's radio will be transmitted to his/her dispatch.
5. The radio transmitting the alert tone will take priority over all other radios on the talk group.

To clear the emergency tone, turn the radio off then on again.

End users should adhere to their department's policies and procedures as to when the alert tone should be used.

K. ST. LOUIS COUNTY OFFICE OF EMERGENCY MANAGEMENT – LAW ENFORCEMENT ZONE

The Law Enforcement Radios are programmed with a zone dedicated to the St. Louis County Office of Emergency Management. Specifically, the SLCO OEM (St. Louis County Office of Emergency Management) includes a hailing talk group, SLCOEMCL, and talk groups identified as SLCOEM1 through SLCOEM15.

Exhibit A

RADIO IDENTIFIERS

All radios are programmed with a unique identifier (Radio Alias) which identifies it to the system. The Radio Alias for a user who is transmitting on the system will display on the dispatch radio console, and is broken down into six (6) specific sections (for the purpose of clarity, where “***” is used, it is intended to represent the three letter agency identifier):

MO189L*DSN#P**

MO = MISSOURI
189 = County code of ST. LOUIS COUNTY
L = Discipline of LAW ENFORCEMENT
*** = Three digit AGENCY IDENTIFIER
DSN# = Four digit OFFICER DSN
P = PORTABLE RADIO

MO189L*CAR#M**

MO = MISSOURI
189 = County code of ST. LOUIS COUNTY
L = Discipline of LAW ENFORCEMENT
*** = Three digit AGENCY IDENTIFIER
CAR# = Four digit CAR NUMBER
M = MOBILE RADIO

Other radio system users will not see the above Radio Alias, but instead will see the ID number of the radio that is transmitting.

The following two (2) pages contain AGENCY IDENTIFIERS, DISCIPLINE IDENTIFIERS, and adjoining COUNTY/INDEPENDENT CITY CODES.

(Remainder of page left blank intentionally)

AGENCY IDENTIFIERS

Agency	Code
Airport	AIR
Ballwin	BAL
Bella Villa	BLV
Bellefontaine Neighbors	BFN
Bellerive Acres	BRV
Bel-Nor	BLN
Bel-Ridge	BLR
Berkeley	BRK
Beverly Hills	BEV
Black Jack	BKJ
Breckenridge Hills	BRH
Brentwood	BRW
Bridgeton	BRG
Calverton Park	CAL
Charlack	CHA
Chesterfield	CHF
Clarkson Valley	CLK
Clayton	CLY
Cool Valley	COV
Country Club Hills	CCH
Country Life Acres	CLA
Crestwood	CRE
Creve Coeur	CCR
Crystal Lake Park	CLP
Dellwood	DEL
Des Peres	DES
Edmundson	EDM
Ellisville	ELV
Eureka	EUR
Fenton	FEN
Ferguson	FER
Flordell Hills	FLH
Florissant	FLO
Frontenac	FRN

Agency	Code
Glen Echo Park	GEP
Glendale	GLN
Grantwood Village	GWV
Green Park	GPK
Greendale	GRN
Hanley Hills	HLH
Hazelwood	HAZ
Hillsdale	HLD
Huntleigh	HUN
Jennings	JEN
Kinloch	KIN
Kirkwood	KRW
Ladue	LAD
Lakeshire	LAK
Mackenzie	MAC
Manchester	MAN
Maplewood	MPL
Marlborough	MRB
Maryland Heights	MHT
Metrolink	MET
Missouri State Highway	MHP
Moline Acres	MOL
Municipal Radio Service	MRS
Normandy	NOR
Northwoods	NTH
Norwood Court	NWC
Oakland	OAK
Olivette	OLV
Overland	OVR
Pacific	PAC
Pagedale	PGD
Pasadena Hills	PAH
Pasadena Park	PAP
Pine Lawn	PIN

Agency	Code
Richmond Heights	RMH
Riverview	RIV
Rock Hill	RKH
Shrewsbury	SHR
St Ann	STA
St John	STJ
St Louis City	STL
St Louis Comm Col FLO	FCC
St Louis Comm Col MER	MCC
St Louis Comm Col WWD	WCC
St Louis County	UNI
Sunset Hills	SUN
Sycamore Hills	SYC
Town & Country	TAC
Twin Oaks	TWO
UMSL	UMS
University City	UCT
Uplands Park	UPL
Valley Park	VAL
Velda City	VEL
Velda Village Hills	VEH
Village of Champ	CMP
Vinita Park	VIP
Vinita Terrace	VIT
Warson Woods	WAR
Washington University	WSU
Webster Groves	WEB
Wellston	WEL
Westwood	WES
Wilbur Park	WIL
Wildwood	WWD
Winchester	WIN
Woodson Terrace	WOD

DISCIPLINE IDENTIFIERS

Identifier	Discipline
A	Ambulance/EMS
C	Cache/spare radios
D	Dispatch Center/PSAP
E	Emergency Management
F	Fire/HazMat/Rescue
G	Government – County/Municipal
H	Hospital/Health Care
J	Jail/Prison/Justice Service
L	Law Enforcement
M	Military
N	NGO/Contract Agency
R	Roads/Highways/Streets
S	State agency
T	Transportation Services (rail, bus, etc)
U	U.S. Government/Federal Agency
W	Public Works
Z	Radio Shop/Testing

COUNTY/INDEPENDENT CITY CODES

Code	County/Independent City
071	Franklin County, MO
099	Jefferson County, MO
183	St. Charles County, MO
189	St. Louis County, MO
510	St. Louis City
119	Madison County, IL
133	Monroe County, IL
163	St. Clair County, IL

Exhibit B

AGENCY RADIO USAGE POLICY

1) PURPOSE

- a) The purpose of this policy is to establish a protocol for radio procedures and utilization of the Radio communications system.

2) POLICY

- a) All radio users shall conduct radio operations in a professional manner; as such, no employee shall use improper procedures or unprofessional radio etiquette when utilizing the radios. Most information transmitted should be brief and to the point in an attempt to allow other users full radio access.

3) GENERAL

- a) Radio Users operate on a trunked radio system maintained by the St. Louis County Emergency Communications Commission (ECC). In using the system, our agency has agreed to abide by all radio procedures established by the ECC.
- b) Communities rely on the integrity of the communications system for the safe and consistent delivery of services to the public. A comprehensive and coordinated incident response requires effective interdisciplinary communications.
- c) Public Agencies rely on the integrity of the communications system to ensure the safety and well-being of agency personnel.
- d) Radio users are reminded that interoperable channels cover a wide area and may be heard for many miles by many users.
- e) Radios utilized by local governments are not encrypted. Users should understand that any communication may be heard by the general public.

4) RADIO USER RESPONSIBILITIES

- a) Identify yourself at the beginning of each transmission.
- b) Each radio user is assigned a Radio Identification Alias. Each Radio Identification Alias is based upon job function and discipline. When a radio user initiates a communication, they shall identify themselves by using their radio identification Alias.
- c) A typical radio call should begin with the radio user alias to identify their self, followed by the desired recipient's radio identification alias, for example: "2390 to 2301".

- d) Employees shall not modify, disconnect, alter, deface, or intentionally damage any radio device, portion thereof, or any part of the radio communications system except as directed and authorized by supervisory personnel. This section is not applicable and is not intended to limit the actions of qualified technicians in the diagnosis, repair, or replacement of communication components.
- e) Radios are assigned to specific employees, equipment, or personnel based upon agency communication needs. The assigned user is responsible to maintain possession of the radio device. Radio Users shall not transfer, convey, or share radios with unauthorized persons.
- f) Radio users shall immediately report any malfunction, damage, lost or stolen radios to their supervisor. Agencies shall report lost or missing radios to the St. Louis Count Emergency Communications Commission.

5) **STANDARD RADIO USAGE**

- a) All voice radio communications are to be brief and concise.
- b) For clarity and ease of communication, radio users shall use plain, common language. Radio users shall refrain from using slang or codes.
- c) No vulgar, offensive, indecent or profane language shall be used.
- d) Radio users shall not use first names, slang, or CB type handles for identification.
- e) Radios are provided for business purposes. Users should not use the radios for personal communications.
- f) Radios should not be used for personnel sensitive communications.
- g) Listen before transmitting. Be sure you are not on the air with someone else.
- h) Formulate your message and thoughts before you key the microphone.
- i) Press the transmit button down before beginning your message to insure that the first part of your message is not cut off.
- j) Talk across the face of the microphone. This technique makes the communication more understandable. In other words, hold the face of the microphone almost at a right angle to your face.
- k) Speak slowly, distinctly, clearly, and do not let your voice trail off at the end of words or sentences. Give each and every word equal force.
- l) When you have understood the message, acknowledge the receipt with the words "copy", "received" or "acknowledged." The word "copy" is preferred.
- m) Acknowledge calls and instructions. Nothing is more disruptive to the smooth flow of communications than dead silence in response to a message. If you cannot copy or respond to

the call immediately, then tell the caller to “repeat” or “stand by.” Otherwise, acknowledge each call immediately.

- n) If you do not understand the whole message, or if you missed a word out of the transmission, reply with “Say again”. Never acknowledge calls or instructions unless you understand the call or instructions perfectly. If you do not understand the message, respond and ask the sender to “say again” or “repeat”.
- o) Do not clutter up the air with non-essential information. Be careful what you say on the air. There are many ears listening. Many facts will be taken out of context even when carefully identified.
- p) Do not transmit while chewing gum or eating. Talking with items in the mouth tends to clutter up the clarity of your speech.

Exhibit C
Incident Radio Communications Plan (ICS 205) Form

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: _____ Time: HHMM	3. Operational Period: Date From: _____ Time From: HHMM	Date To: _____ Time To: HHMM
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Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____	Signature: _____
ICS 205	Date/Time: _____
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