



**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>Plain Speech Radio Procedures</b>			PROCEDURE NUMBER <b>PG1301.0</b>
SECTION <b>Communications Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>04/01/19</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>New Directive</b>			
RELATED DIRECTIVES <b>PG1300.0</b>	REFERENCES <b>CALEA 81, 26, 46</b>	AUTHORITY  <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This directive establishes guidelines for radio communications using Plain Speech.

**II. POLICY**

The staff of the Maryland-National Capital Park Police, Prince George's County Division, are to use plain speech when communicating over the police radio system with the exception of the below-listed 10-codes and signals. This policy is to ensure interoperable communications for multi-agency, multijurisdictional and multi-discipline events. The standards put forth in this directive also complies with Federal mandates for mutual aid events and ensures consistent, uniform training for public safety.

A. The following 10-codes and signals will be used to provide for officer safety and disseminating sensitive information. The 10-codes/signals and their definitions are listed below:

- 10-3      Emergency Transmissions Only
- 10-4      Acknowledgment
- 10-6      Busy
- 10-15     Prisoner Transport/Arrest
- 10-22     Cancel
- 10-29     Warrant Check
- 10-35     Confidential Information/Wanted

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10-42	Driver's License Check
10-78	Request Routine Back up
Signal 7	Suspicious Person
Signal 7A	Armed Suspicious Person
Signal 8	Registration Information
Signal 13	Police Officer in Trouble
Signal 26	Routine Patrol Suspended
Signal 44	Bomb Threat
Signal 65	Sexual Assault
Signal 66	Suicide
Signal 81	Death Report
Signal 100	Mentally Unstable Person

- B. MVA race codes will no longer be used. Officers will use plain speech descriptors (i.e., White, Black, Hispanic, Asian and Unknown, etc.).
- C. All other radio communications will be conducted using plain speech. In order to maintain brevity and professionalism on the radio, officers will be using the definitions already established on the current 10-codes list. For example, under the new system, instead of using 10-8 the user would state, "In Service."
- D. Professional tones and communications will be utilized at all times. The use of police jargon and/or slang terms to include abbreviations will not be used.

**III. DEFINITIONS**

- A. Plain Speech: Communication that can be understood by the intended audience and meets the purpose of the communicator.
- B. Two Way Radio: Portable radio that communicates with each other on the same frequency but not simultaneously.

**IV. PROTOCOL**

- A. All officers will strictly adhere to the Plain Speech Protocol.
- B. Officers will act professionally at all times and yield the airwaves to anyone who is involved in an emergency situation.
- C. Officers are to monitor their radio and respond to calls when contacted by Communications.
- D. Messages will be transmitted using brief and concise terms.

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- E. The Federal Communications Committee (F.C.C.) regulations prohibit radio misuses, such as profane language or inappropriate transmissions. Idle conversation not related to police operations is prohibited. Supervisors are responsible for identifying individuals misusing the radio and those found to be in violation will be subject to disciplinary action.

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