

Saint Louis COUNTY

EMERGENCY COMMUNICATIONS COMMISSION

Policy 16-07

November 10, 2016

ACCESS/USE OF PUBLIC SAFETY ANSWERING POINT MAIN DISPATCH CHANNELS

I. PURPOSE

Every portable and mobile radio utilized by law enforcement officers in St. Louis County will have access to both receive and transmit on all public safety answering point (PSAP) main dispatch channels. The following policy shall govern the use of those main dispatch channels by law enforcement officers not from the PSAP agency or whose department does not contract for services with the PSAP.

II. POLICY

- A. All portable and mobile radios used on the system will comply with the ECC policy 05-03 dated November 12, 2015. This policy specifies which radios are acceptable for use on the SLATER system. Only SLATER approved radios may be used to transmit on another PSAP's main dispatch channel.
- B. Use of "10 Codes," "Crime Codes," or other similar codes is prohibited when transmitting on another agency's PSAP main channel. Only plain language shall be used to communicate on another agency's PSAP main dispatch channel.
- C. Law enforcement officers who encounter life-threatening/time-sensitive emergency situations which require immediate response via radio may utilize the PSAP main dispatch channel of the jurisdiction in which the incident is occurring to notify local officers of the situation and/or advise of the circumstances.
- D. Law enforcement officers may not use other-agency PSAP main dispatch channels for routine notifications (to include motorist assist calls, traffic hazard calls, barking dog calls, minor peace disturbances, etc.) For notifications that do not meet the criteria set in II, C, the notifying officer must utilize his/her own agency PSAP main dispatch channel so that the jurisdictional PSAP can be notified via point-to-point, telephone, or where available, via computer messaging.
- E. Law enforcement officers may use the PSAP main dispatch channel of another agency when the local agency requests that outside-agency personnel utilize the channel for a specific detail, event, incident, etc.

III. PROCEDURE

- A. Should an immediate contact be needed as outlined in II, C, or as requested in II, E., outside agency personnel shall begin the radio transmission with their agency's name, e.g. "Ballwin" or "Florissant" or "Eureka." Immediately following the agency name, the calling officer will self-identify using their department serial number (DSN), e.g. "St. Louis County 2844" or "Olivette 228."
- B. Once the incident is complete or there is no further need to communicate on the local jurisdiction's PSAP main dispatch channel, the outside officer shall advise via radio that s/he is "clear" from the channel and is switching back to their home PSAP main dispatch channel, e.g. "Creve Coeur 628 clear, switching back to West Central."

IV. IMPROPER USAGE

- A. In the event that another agency's PSAP main dispatch channel is improperly used, the PSAP whose main dispatch channel was improperly used is encouraged to document the incident via memorandum and then contact the agency of the employee who improperly used the channel. Additionally, the agency whose channel was improperly used may notify the Emergency Communications Commission (ECC) of the violation. There is no requirement that the offending employee's agency be notified prior to ECC notification.
- B. Once the ECC has been notified, the ECC shall give written notice to the offending employee's agency of the alleged violation of the User Agreement for Subscriber Radios and the offending employee's agency will be afforded a reasonable opportunity to cure the default or present their disagreement for resolution to a mediator in accordance with the dispute resolution process set forth in the User Agreement between ECC and the offending employee's agency. Failure to cure a default or participate in the dispute resolution process will result in a termination of the agency's User Agreement, but no such termination shall take effect until 90 days after the St. Louis County Council finds and determines, by resolution or ordinance, that the agency's User Agreement should be terminated for cause. If the St. Louis County Council finds and determines by resolution or ordinance that the default has been cured during such 90 day period, and that reasonable assurance has been provided against further default, then the defaulting agency User Agreement shall remain in effect.
- C. Prior to mediation, the parties will first attempt to settle their disputes by a meeting between representative(s) designated by the Emergency Commissions Commission and representatives designated by the offending employee's agency. If, after such meeting, the parties are unable to resolve a conflict involving an alleged default, then they shall present their disagreements to a mutually agreeable mediator for mediation. If the parties are unable to agree on a mediator within thirty (30) calendar days after one party requests mediation, then the parties agree to utilize a mediator chosen by United States Arbitration and Mediation (USA&M) as best to handle a contractual dispute among government entities. Each party shall bear its

own costs for mediation and the parties shall share the cost of the mediator. The mediation process must be followed to its conclusion prior to any party seeking relief from any court, except in an emergency.

Adopted by the Emergency Communications Commission

By order of:

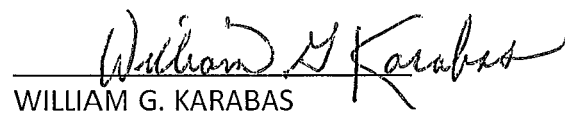
A handwritten signature in cursive script that reads "Captain Steve Sack". The signature is written in black ink and is positioned above a horizontal line.

Steve Sack

Interim Director

SS:ajs

Approved at the regular Commission meeting of November 10, 2016.

A handwritten signature in cursive script that reads "William G. Karabas". The signature is written in black ink and is positioned above a horizontal line.

WILLIAM G. KARABAS

Chairman