**SOP 4**

**Radio Procedures**

## GENERAL RULES

Always listen before transmitting.

Observe the use of Call Signs at all times.

Listen for and respond quickly to your Call Sign.

Make routine calls on time.

Report all incidents, which occur whilst on patrol.

If, you operate to a ‘schedule of patrols’, report in if you are running late.

When, spelling words use the Phonetic Alphabet.

## THINGS TO REMEMBER

Always think about what you are to say before initiating the call as prevarication causes a blockage to the system and sounds terrible.

Hold the transmit switch down for a few seconds before talking, this will stop any message starting in the middle of your text, this also applies to the end of your text.

Although it may seem impolite please and thank you are unnecessary and waste time on the radio.

Do not use names over the air on an open net. If all Officers are wearing covert equipment this does not apply.

Descriptions of suspects are to be given clearly, loud and with pauses, this will give the Controller taking the message time to write it down.

## THE PHONETIC ALPHABET

|  |  |  |  |
| --- | --- | --- | --- |
| **A** – ALPHA | **H** – HOTEL | **O** – OSCAR | **V** – VICTOR |
| **B** – BRAVO | **I** – INDIA | **P** – PAPA | **W** – WHISKEY |
| **C** – CHARLIE | **J** – JULIET | **Q** – QUEBEC | **X** – XRAY |
| **D** – DELTA | **K** – KILO | **R** – ROMEO | **Y** – YANKEE |
| **E** – ECHO | **L** – LIMA | **S** – SIERRA | **Z** – ZULU |
| **F** – FOXTROT | **M** – MIKE | **T** – TANGO |  |
| **G** – GOLF | **N** – NOVEMBER | **U** – UNIFORM |  |

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| **Name** | **Position** | **Call Sign** |
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All **VSG officers sent to site to be issued call sign Victor 1, 2,3 etc. for the shift**

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| SPECIFIC INSTRUCTIONS RELATING SOP4 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure. |

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| --- | --- | --- | --- | --- | --- |
| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME | MANAGER SUPERVISOR SIGNATURE |
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