


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "ASSIGNMENT OF CALL SIGNS"	ORDER NUMBER: 66-03
		PLEAC STANDARD: NONE	PAGE 1 OF 4
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1.0 POLICY OR PURPOSE

1.1 It shall be the policy of the Pittsburgh Bureau of Police (PBP) to adhere to a set system of standardized call signs developed by the Pittsburgh Department of Public Safety and approved by the Allegheny County Emergency Operations Center (EOC).

2.0 GENERAL

- 2.1 Officers will only use approved call signs for radio transmissions so that they may be easily identified by supervisors and other Officers.
- 2.2 Ad Hoc call signs may be used between Officers as necessity demands to avoid confusion and to facilitate a more efficient response. These call signs shall not be used when calling dispatch, in normal radio traffic, or on reports.

3.0 PHONETIC DESIGNATIONS

- 3.1 For call signs that contain letters as part of the call sign, a phonetic designator may be used in place of the letter if there is any possibility that the call sign may be misunderstood.
- 3.2 The NATO phonetic alphabet will be used as much as possible when there is a need to spell out words over the radio. The purpose behind using a standardized phonetic alphabet is to avoid confusion over like-sounding letters and like-sounding words used to represent a letter.

4.0 BUREAU IDENTIFIER

- 4.1 A "thousand series" number identifies each Bureau within the Department of Public Safety and the Director's Office.
- 4.2 Each Bureau identifies its response units by utilizing the first digit to identify the respective Bureau. The remaining digits have been systematically assigned so that the identity and assignment of the individual using the call sign can be easily determined.
- 4.3 The Bureau designation numbers are as follows:
 - 1000 – Director's Office
 - 2000 – Deputy Director's Office
 - 3000 – Bureau of Police
 - 4000 – Bureau of Fire
 - 5000 – Bureau of EMS
 - 6000 – Animal Care & Control
 - 7000 – Permits, Licensing & Inspection

5.0 UNIT IDENTIFIER

5.1 Each Unit within the Bureau of Police is identified by the series number of the Bureau and the number and sequence of digits, as listed below:

- 1 digit – Director or Bureau Chief
- 2 digit – Deputy or Assistant Chief
- 3 digit – Bureau Commander
- 5 digit – Bureau Response Unit or Supervisor

6.0 ASSIGNMENT OF CALL SIGNS – COMMAND LEVEL

6.1 Bureau of Police Command Staff positions will be designated call signs as follows:

<u>Call Sign</u>	<u>Unit</u>
Official 3	Chief of Police
Unit 30	Deputy Chief of Police
Unit 31	Assistant Chief – Operations
Unit 32	Assistant Chief – Investigations
Unit 33	Assistant Chief – Administration
Unit 34	Assistant Chief – Chief of Staff
Unit 301	Commander – Administration
Unit 303	Commander – Support Services
Unit 307	Commander – Narcotics & Vice
Unit 308	Commander – Major Crimes
Unit 311	Commander – Zone 1
Unit 312	Commander – Zone 2
Unit 313	Commander – Zone 3
Unit 314	Commander – Zone 4
Unit 315	Commander – Zone 5
Unit 316	Commander – Zone 6
Unit 317	Commander – Special Deployment Division

7.0 ASSIGNMENT OF CALL SIGNS – OPERATIONS BRANCH

7.1 Within the Operations Branch of the Bureau of Police, call signs will be assigned by zone, shift and/or position.

7.2 The second digit of the call sign will designate the zone in which the Officer is assigned, for Special Deployment Division the second digit of the call sign will be "0". The third digit for all SDD units will be an alpha character.

7.3 The third digit of the call sign will designate the shift and / or assignment, as follows:

- AM shifts will end in 100's
- PM shifts will end in 200's
- NT Shifts will end in 300's
- Zone Detectives will end in 400's
- Zone CRO's will end in 500's
- Zone special assignments will end in 600's (i.e., Northview Heights Substation)

Officers working patrol overtime in a Zone will utilize their assigned call sign.

7.4 A two officer unit will use the call sign assigned to the passenger officer. Both officers are required to login to the MDT in the vehicle

7.5 Zone Supervisors call signs will end in 80's, with the Lieutenant being assigned "80", and the number of Sergeants on the shift following, in order.

- 7.6 In instances where on-duty Officers are called out for duty in a specialized unit (SWAT, EOD, etc.) they will continue to use their assigned call sign until they arrive at the designated rally point. Upon arriving at the rally point, they shall begin to use the call sign for the specialized unit and continue using that call sign until they are released from the detail. They will inform dispatch when they transition between these call signs. Upon returning to their normal duty position, they will resume using their assigned call sign.
- 7.6.1 On-duty Officers, shall notify dispatch that they will be on a detail with a different call sign and identify the call sign that will be in use.
- 7.7 Two Officer vehicles will use the letter "A" at the end of their call sign when that unit is temporarily in service as a one Officer vehicle.
- 7.8 Vehicles that are assigned a recruit who is currently in field training will use the call sign assigned to their Field Training Officer. Both Officers are required to log in the to the MDT, and annotate that it is a recruit unit. Officers in Field Training will be assigned a call sign upon successful completion of the Field Training program, and assignment to a zone.
- 7.9 Canine units will be assigned a call sign that indicates the detection capability of the unit. Narcotic / drug detection canines will include the alpha character "D", explosive / gun detection canines will include the alpha character "E".
- 7.10 Bicycle units will be assigned a call sign that includes the alpha character "B", which shall be transmitted as "Bike" instead of the phonetic "Bravo".
- 7.11 Motorcycle units will be assigned a call sign that includes the alpha character "C" which shall be transmitted as "Cycle" instead of the phonetic "Charlie".
- 7.12 Tactical Operations Section units will be assigned a call sign that included the alpha character "T" which shall be transmitted as "Tac" instead of the phonetic "Tango".
- 7.13 Mounted units will be assigned a call sign that includes the alpha character "M" which shall be transmitted as "Mounted" instead of the phonetic "Mike".
- 7.14 All other Special Deployment Division units assigned a call sign that includes an alpha character, will use the phonetic designator associated with the alpha character.
- 7.15 All call signs will be assigned to the bid position on an annual basis and will be the call sign used by the Officer throughout the year as long as they are in that picked assignment.

8.0 ASSIGNMENT OF CALLS SIGNS – INVESTIGATIONS BRANCH

- 8.1 The call signs assigned to Detectives who are assigned to the Commander of Narcotics & Vice will have the first two numbers designated as "37".
- 8.2 The call signs assigned to Detectives who are assigned to the Commander of Major Crimes will have the first two numbers designates as "38".
- 8.3 If a Detective is assigned to a multi-agency task force, they are to use the Bureau of Police assigned call sign for any transmissions over Pittsburgh Police Radio.
- 8.4 All call signs will be assigned to the bid position on an annual basis and will be the call sign used by the Officer throughout the year as long as they are in that picked assignment.

9.0 ASSIGNMENT OF CALL SIGNS – ADMINISTRATIVE BRANCH, CHIEF'S OFFICE & INTEL / RTCC

- 9.1 The call signs assigned to Officers and Detectives who are assigned to the Administrative Branch, Chief's Office, or Intelligence & RTCC, will be assigned call signs with the first two numbers designated as "30." Intelligence Units will be identified with a call sign which includes the alpha character "I" which shall be transmitted as "India."

10.0 ASSIGNMENT OF CALL SIGNS – SECONDARY EMPLOYMENT, EMERGENCY DETAILS, OVERTIME, OR OFF DUTY

10.1 All members of the Pittsburgh Bureau of Police will use the call sign assigned to their bid position for all other secondary employment, emergency, Overtime, or off-duty details. Off duty officers are required to inform dispatch of their status when calling out (e.g. "Off duty 35125 on a detail").

10.1.1 All large operations are to send an event call sign rundown to the EOC central dispatcher and the EOC dispatch manager prior to the event via email.

11.0 REQUESTING ADDITIONAL CALL SIGNS

11.1 Any unit Commander requiring additional call signs due to an increase in assigned manpower will submit a Special Report to the Chief of Police or their authorized designee for approval and creation.

12.0 CALL SIGN USAGE

12.1 All call signs will be assigned to the bid position on an annual basis and will be the call sign used by the Officer throughout the year as long as they remain in that picked assignment.

Approved by:



Thomas Stangrecki
Acting Chief of Police