

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "ASSIGNMENT OF CALL SIGNS"	ORDER NUMBER: 66-3
		PLEAC STANDARD: NONE	PAGE 1 OF 9
RE-ISSUE DATE: 3/ 23/2018	EFFECTIVE 02/19/2016	ANNUAL REVIEW DATE: February	RESCINDS: ALL PREVIOUS
		AMENDS:	

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).
- 1.2 It is the purpose of this General Order to provide uniform guidance to all supervisors in the assignment of call signs for all on-duty, off-duty, and officers working secondary employment. A uniform system of assigning call signs will simplify the identification of PBP units for report writing and for radio transmissions.

2.0 GENERAL

- 2.1 The many different computer applications used by the Pittsburgh Bureau of Police have a limit of six (6) characters as to the number of characters that can be used to identify a unit by "call sign" so that they can interface properly.
- 2.2 Officers will only use approved call signs for radio transmissions so that they may be easily identified by supervisors and other officers.
- 2.2.1 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. (ex. [REDACTED] When a two officer vehicle is split up on a call and one officer needs to radio the other officer, officers may be referred to as (call sign) "A" and (call sign) "B".)
- 2.3 Officers are to be aware that the PBP does not control the EOC and that there are multiple other police agencies that are capable of operating on PBP frequencies. These outside agencies do not follow our system of call signs and may have call signs that are similar to PBP call signs. Whenever possible, PBP units are to refer to themselves or an outside agency with their agency name. For example, a Shaler police unit entering Pittsburgh will be called "Shaler (Shaler call sign)" by PBP units.

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.
- 3.1.1 For example, the call sign "3C10" *may* be pronounced as "3-Charlie-10" since the letter "C" may sound like other letters of the alphabet when transmitted over the air.
- 3.2 The NATO phonetic alphabet will be used be as much as possible when there is a need to spell out words over the radio (such as license plates). The entire purpose behind using a standardized phonetic alphabet is to avoid confusion over like-sounding letters and like-sounding words used to represent a letter.
- 3.3 Following is the NATO phonetic alphabet:

A = Alpha	B = Bravo	C = Charlie	D = Delta	E = Echo	F = Foxtrot	G = Golf
H = Hotel	I = India	J = Juliet	K = Kilo	L = Lima	M = Mike	N = November

O = Oscar	P = Papa	Q = Quebec	R = Romeo	S = Sierra	T = Tango	U = Uniform
V = Victor	W = Whiskey	X = X-Ray	Y = Yankee	Z = Zulu		

4.0 BUREAU IDENTIFIER

- 4.1 A "thousand series" number identifies each Bureau within 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 by the sequence of numbers comprising the call sign.
- 4.3 The series and Bureau designation numbers are as follows:

SERIES	BUREAU
1000	Director's Office
2000	Deputy Director's Office
3000	Bureau of Police
4000	Bureau of Fire
5000	Bureau of EMS
6000	Animal Care and Control
7000	Permits, licensing and Inspection

5.0 UNIT IDENTIFIER

- 5.1 Each unit within the Bureau of Police is identified by the series number of its respective Bureau, and the number and sequence of call sign digits.
- 5.2 An example of the number of call sign digits and what it identifies is as follows:

# CALL SIGN DIGITS	IDENTIFIES	EXAMPLE
1 – (X)	Director or Bureau Chief	Official 3 – Bureau of Police
2 – (XX)	Deputy or Assistant Chief	Unit 31 – A/Chief Operations, Bureau of Police
3 (XXX)	Bureau Commander or Supervisor	Unit 320 – Commander Major Crimes, Bureau of Police
4 – (XXXX)	Bureau Response Unit or Supervisor	Unit 3201 – Response Unit, Bureau of Police
5 – (XXXXX)	Bureau Response Unit or Supervisor	Unit 32610 – CRO Post in Zone 2

6.0 ASSIGNMENT OF CALL SIGNS – COMMAND LEVEL

- 6.1 A one-digit call sign indicates the rank of Chief of Police. It is preceded by the term "Official."

CALL SIGN	UNIT
Official 3	Chief of the Bureau of Police

- 6.2 Two-digit call signs indicate the ranks of Deputy and Assistant Chief. It is preceded by the term "Unit."

CALL SIGN	UNIT
Unit 30	Deputy Chief Bureau of Police
Unit 31	Assistant Chief Operations
Unit 32	Assistant Chief Investigations
Unit 33	Assistant Chief Administration

- 6.3 Three-digit call signs indicate the rank of Commander (and /or other designated Command Staff Personnel). It is preceded by the term "Unit".

CALL SIGN	UNIT
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Unit 300	Executive Officer
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	SDD
Unit 320	Commander Major Crimes
Unit 321	Commander Narcotics & Vice
Unit 330	Commander, Administration
Unit 331	Open
Unit 332	Open
Unit 333	Open
Unit 340	Commander, Support Services
Unit 341	Open
Unit 350	Watch Commander
Unit 351	

7.0 **ASSIGNMENT OF CALL SIGNS – OPERATIONS BRANCH**

7.1 General

7.1.1 *Generally*, with regard to zone vehicles, an odd last digit indicates an “early” unit, and an even last digit indicates a “late” unit.

7.1.2 Operations supervisors assigned to the Zones, and working 10-hour shifts shall use the following call-signs (*Refer to ACO #11-014*):

7.1.2.2 Zone Lieutenant call signs shall be as follows:

- AM: 3280AM
- PM: 3280PM
- NT: 3280NT

7.1.2.1 Zone Sergeant call signs shall be as follows:

- AM: 3281, 3282 and 3283
- PM: 3284, 3285 and 3286
- NT: 3287, 3288 and 3289

7.1.3 Except as noted in 7.1.2, Zone lieutenant’s call sign shall have the last two digits as “80.”

7.1.4 Except as noted in 7.1.2, Zone sergeants’ call signs shall have the last two digits as “81” thru “89.”

7.1.5 In instances where **on-duty** officers are called-out for duty in a specialized unit (SWAT, EOD, Negotiator), they will continue to use their current call sign until they arrive at the designated rally point (incident scene, HQ, zone, EOD base, etc.). Upon arriving at the rally point, on-duty officer shall begin to use the call sign for the specialized unit and continue using that call sign until they are released from the detail for which they were called-out. At that time, they will discard the specialized unit call sign and will resume using the call sign of their regular assignment.

7.1.5.1 On-duty officers, upon reaching the rally point, shall notify dispatch that they will be on a detail with a different call sign and the new call sign.

7.2 Patrol

7.2.1 The following call sign designations will be utilized for all zones within the Operations Branch (using Zone 2 as an example):

CALL SIGN	DESIGNATES
3200	Zone 2 Desk
3201 – 3209	Police Wagons
3210 – 3219	Two Officer Vehicles
3220 – 3239	One Officer Vehicles
3240's	Walking Beats
3250's	Walking Beats (Downtown for Zone 2; additional beats if necessary for other zones).
3260's	CRO & NRO Posts (Will use 5 digits if necessary. The number "60" will designate the Community Resource Officer for each zone).
3270's	Zone Plainclothes A/Detectives
3280 - 3289	Zone Lieutenants and Sergeants
3290's	Zone Special Details (Would be assigned by Zone Supervisor and then forwarded to EOC).
3299	Response Units as assigned by Zone Commanders

7.2.2 Two officer vehicles will use the letter "A" at the end of their call sign when that unit is temporary in service as a one officer vehicle. Officers who take a report as a one officer vehicle will include the "A" in the 'assignment' block when completing PBP reports.

7.2.3 Vehicles that are assigned a recruit who is currently in field training will use the letter "R" at the end of their call sign. Officers will include the "R" in the 'assignment' block when completing PBP reports.

7.3 Canine

7.3.1 Canine teams will be assigned exclusive call signs which they will maintain during their assignments within the Canine Unit. A designation as to the team's specific detection capability will be included within their call sign thereby alleviating the need to request a team's detection specialty.

CALL SIGN	DESIGNATES
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	Channel 1 area of responsibilities include Zones 1 & 2
[REDACTED]	Channel 2 area of responsibilities include Zones 3 & 4
[REDACTED]	Channel 3 area of responsibilities include Zones 5 & 6

7.4 Bicycle

7.4.1 Bicycle units will always have the first digit as "3," the second digit will be the letter "B," the third digit will be the zone in which the Bicycle unit is working, and the last digit will range from 1 to 9:

CALL SIGN	DESIGNATES
3B21 - 3B29	Bicycle Units assigned to Zone 2

7.4.2 Bicycle units will use the word "bike" instead of the phonetic "bravo" when calling out their unit over the radio.

7.5 Special Deployment Division (SDD)

7.5.1 Cycle (motorcycle) and Traffic (non-motorcycle) units will always have the first digit as "3," the second digit will either be the letter "C" to denote a Cycle unit or the letter "T" to denote a Traffic unit, and the last two digits will range from 01 to 99:

CALL SIGN	DESIGNATES
3C01 – 3C59	Cycles "3-Cycle-20" would designate a Motorcycle unit.
3C80 – 3C89	Lieutenant or Sergeant (Cycle) "3-Cycle-80" would designate a Motorcycle Supervisor Unit.
3T60 – 3T79	Traffic Units "3-Traffic-60" would designate a Traffic Unit.
3T80 – 3T89	Lieutenant and/or Sergeants "3-Traffic-80" would designate a Traffic Supervisor Unit.

7.5.2 Cycle units will use the word "cycle" instead of the phonetic "Charlie" when calling out their unit over the radio.

7.5.3 Traffic units will use the word "traffic" instead of the phonetic "tango" when calling out their unit over the radio.

7.6 SWAT

CALL SIGN	DESIGNATES
[REDACTED]	[REDACTED]

7.7 Tactical Negotiation Team (TNT)

CALL SIGN	DESIGNATES
[REDACTED]	[REDACTED]

7.7.1 For the purposes of completing PBP reports, Negotiators shall write their call sign without the preceding number "3."

7.8 EOD

CALL SIGN	DESIGNATES
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

7.9 Wheelchair Van

CALL SIGN	DESIGNATES
3-W-C-1	Wheelchair Van

7.9.1 The Pittsburgh Bureau of Police shall deploy a wheelchair van that can be requested via police radio. The operation and use of the wheelchair van will be addressed in a separate order.

7.10 Mounted

CALL SIGN	DESIGNATES
3M01-3M10	Mounted Unit
3M80-3M81	Mounted Supervisors

8.0 ASSIGNMENT OF CALL SIGNS – INVESTIGATIONS BRANCH

8.1 [REDACTED] Call signs will be assigned per the discretion of the Narcotics and Vice Commander with the below chart as a guideline (see chart below).

8.2 The call signs utilized by Major Crimes will be designated with the first two digits being "38." The last two or three digits will designate the respective squad assignment. Call signs will be assigned per the discretion of the Major Crimes Commander with the below chart as a guideline (see chart below).

8.3 [REDACTED]

NARCOTICS & VICE, FIREARMS TRACKING UNIT

CALL SIGN	DESIGNATES
3700	Narcotics & Vice Desk
[REDACTED]	[REDACTED]
3701-3705	Administrative Staff
[REDACTED]	[REDACTED]
3750-3759	Detectives assigned to Firearms Tracking/Graffiti Unit
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

MAJOR CRIMES

CALL SIGN	DESIGNATES
3800	Detective Desk
3880	Investigations Lieutenant
38880	Investigations Lieutenant
3890	Open
3881 & 3882	VCU Sergeants
3883	Open
3884	Auto/Arson/Burglary Squad Sergeant
3885	Crime Unit Sergeant
3886	Open
3887 & 3889	Sex Assault/Missing Persons Sergeant
3888	Witness Protection Sergeant
3891	GVI Sergeant
3801 – 3809	Detectives assigned to Witness Protection
3810– 381(29)	Detectives assigned to VCU
382(0)– 382(19)	Detectives assigned to GVI
3830-383(19)	Detectives assigned to Burglary

384(0)- 384(10)	Detectives assigned to Auto Squad
384(11)-384(15)	Detectives assigned to Arson
385(0)-386(16)	Detectives assigned to Crime Unit
387(0)- 387(19)	Detectives assigned to Sex Assault/Missing Persons
38617-3619 389(2) – 389(19)	Open

9.0 ASSIGNMENT OF CALL SIGNS –ADMINISTRATIVE SERVICES AND CHIEF’S OFFICE

9.1 The following call signs will be utilized by supervisors and units within the Professional Standards Branch, Administrative Services Branch and Chief’s Office as follows:

ADMINISTRATIVE SERVICES BRANCH/CHIEFS’ OFFICES SUPERVISOR CALL SIGNS

CALL SIGN	DESIGNATES
3070	Open
3080	Training Academy Lieutenant
3081-3083	Training Academy Sergeants
3084	Intelligence Lieutenant
3085	Intelligence Sergeant
3N10	Civilian Crime Analyst Supervisor
3086	Planning Lieutenant
3087	Planning Sergeant
3088	SDD / EMA Sergeant
3089	Computer Operations Sergeant
3090	Support Services Lieutenants
3098	Support Services Sergeants
3096 & 3097	Support Services Sergeants (Court Liaison)
3094	Property Room Sergeant
3095	Open Sergeant
3S89	First Fleet Operations Sergeant

PERSONNEL ASSIGNED TO PROFESSIONAL STANDARDS BRANCH/ADMINISTRATIVE SERVICES BRANCH/CHIEFS’ OFFICES

CALL SIGN	DESIGNATES
3010 –16	Administrative Sworn Officers assigned to Chiefs’ Offices (COP, DCOP, ACO, ACI, APS, MAS)
3017	Officer assigned to Employee Wellness & Resource Coordinator
3018	Officer assigned to Youth Coordinator
3019-3021	Sworn Officers assigned to Computer Operations
3022-3024	Sworn Officers assigned to DARE
3025- 3035	Sworn Officers assigned to the Training Academy
3036 – 3039	Sworn Officers assigned to Professional Standards
██████████	██████████
3N20 -3N23	Civilian Analyst assigned to Intelligence
3056-3069	Sworn Officers Assigned to Support Services
██████████	██████████
3071-3072	Sworn Officers assigned to Planning
3073 – 3079	Sworn Officers assigned to OMI
3S90	Sworn Officers assigned to First Fleet operations
3001-3009	Open Call Signs
PIO 1	Public Information Officer
PIO 2	Assistant Public Information Officer

10.0 ASSIGNMENT OF CALL SIGNS – SECONDARY EMPLOYMENT / EMERGENCY DETAILS

See also General Order 29-1 SECONDARY EMPLOYMENT

10.1 Secondary Employment **WITH** an assigned supervisor

10.1.1 The supervisor shall ensure all officers assigned to the detail are assigned a call sign.

10.1.1.1 If an Operational Order or Special Events manning roster was generated for the event and the Order/roster contains call signs, the call signs from the Order/roster shall be used unless it is determined by the supervisor that those call signs are impractical.

10.1.1.2 If there is no Operational Order or manning roster, the call signs shall be the name of the event with the word "post" and a number from 1-200, with 80's being reserved for supervisors. (i.e. Car Cruise Posts 1-17 and post 80).

10.1.2 The supervisor shall be responsible for "calling in" the detail to the Zone(s) where the detail is occurring.

10.1.2.1 The supervisor shall furnish the following information for each officer assigned to the detail:

- Officer's name and badge number.
- Location of post.
- Hours of assignment

10.1.2.2 If an Operational Order or Special Events manning roster was generated for the detail, the supervisor may forward that document, with any appropriate corrections, to the zone(s).

10.1.2.3 If there is no Operational Order or manning roster, the supervisor shall make a list of the information listed in section 10.1.2.1 and send it to the appropriate zone(s).

10.1.2.4 The supervisor may phone, hand deliver, or fax the information listed in section 10.1.2.1 within one (1) hour of the report time for the detail.

10.1.3 The supervisor shall advise the Zone(s) and any officers working the detail of the radio channel the detail will be using.

10.1.3.1 The radio channel shall be designated in the Operational Order or the manning roster for larger events.

10.1.4 The supervisor shall advise the Zone(s) of any road closures and the approximate length of the road closure.

10.2 Secondary Employment **WITH OUT** an assigned supervisor

10.2.1 Officers working secondary employment (off-duty) will be assigned a call-sign by the Desk Officer in the Zone where the detail will be phoned in.

10.2.2 Zone assignment of "Call Signs" for secondary employment (off-duty) details will start anew each day (0001 hours).

10.2.2.1 The first digit of the call sign will always be the number "3" to signify the Bureau of Police.

10.2.2.2 The second digit will correspond with the Zone in which the detail is being worked.

10.2.2.3 The third digit will always be the number "9".

10.2.2.4 The fourth and fifth digits will be a letter/number combination starting with A1 and proceeding upwards, numbers first (i.e. A1, A2...A8, A9, B1, B2, etc.). A1 will be assigned to the first officer to call the zone for that day.

CALL SIGN	DESIGNATES
329A1 – 329__	Call Signs given to off-duty details phoned in to zone 2. "329-Alpha 1" would designate the 1 st off-duty detail phoned into Zone 2 for that day.

- 10.3 Officers will use as their 'assignment' the call sign they were assigned by either the detail supervisor or the zone desk when completing PBP reports.
- 10.4 Officers responding to a call for an emergency detail will be assigned a call sign by the supervisor in charge of that detail or their designee.
- 10.4.1 Supervisors shall follow the procedures set forth in section 10.1 of this General Order.

11.0 ASSIGNMENT OF CALL SIGNS – OFF-DUTY

- 11.1 There may be times when an off-duty officer with a radio, other than those working secondary employment or Special Events, will have an official reason to call dispatch on the air. To avoid any confusion as to identity with on-duty or secondary employment officers, the off-duty officer shall identify themselves to dispatch as (Off-Duty Officer (badge number))."
- 11.2 After dispatch acknowledges the off-duty officer, the officer may then communicate with dispatch as "Officer (badge number)."
- 11.3 If the off-duty officer needs to generate a report or needs to be listed in the report of an on-duty or secondary employment officer, the off-duty officer's call sign shall be written "3B (badge number)."

12.0 ASSIGNMENT OF CALL SIGNS – NON-CITY AGENCIES

- 12.1 Non-City agency call-signs will be assigned by the Allegheny County Emergency Operations Center.

13.0 REQUESTING ADDITIONAL CALL SIGNS

- 13.1 Any officer or duty section that requires a new call sign that has not been provided for in this General Order, a Chief's Memo, or a Chief's Order, shall submit a Special through their chain of command to their Assistant Chief.
- 13.2 The Assistant Chief shall review the request and, if approved, forward the Special to the Commander of Support Services through the Assistant Chief of Administration.
- 13.3 The Commander of Support Services shall contact EOC at [REDACTED] to approve the requested call sign. The Commander shall also verify that the requested call sign is compatible with the current computer system/data base that the PBP is using.
- 13.3.1 Upon receiving approval from EOC and verification that the call sign is compatible with PBP computer systems, the Commander of Support Services shall notify the requesting Assistant Chief that the call sign has been approved.
- 13.4 At no time shall a requested call sign be utilized prior to its' being approved as per section 13.0 of this policy. The Chief of Police, or their designee, has the authority to authorize use of a call sign pending the approval of the EOC and the verification of computer system compatibility.

Approved By:



Scott Schubert
Chief of Police