



**Division of State Patrol  
Policy and Procedure**

Number  
**5-8**

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| Subject<br><b>MOBILE RADIO COMMUNICATIONS</b>  |   |
| Author/Originator<br>Bureau of Network Engineering and Data<br>Infrastructure  | Approved by<br><b>Superintendent</b><br><i>Anthony L. Burrell</i> |
| Records Management Statement<br>Supersedes P&P 5-8 dated March 16, 2016<br>Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx</a> |   |

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to make effective and proper use of mobile and portable radio communication devices and State-owned radio systems in order to conduct efficient police business communications and enhance officer safety.

**II. BACKGROUND**

The goals of the Division are to provide service to the public and enhance the safety and security of its employees. Radio communications play a significant role in accomplishing the Division’s goals. The Division leverages conventional radio channels and the Wisconsin Interoperable System for Communications (WISCOM) statewide trunked radio system for inter-agency and interoperable public safety communication needs.

**III. OBJECTIVE**

The objective of this policy is to provide DSP personnel with guidelines to fully utilize the features of the radio systems in use by the Division.

**IV. GENERAL PROVISIONS**

The use of DSP radio communications shall be consistent with Division procedures, guidelines and directives in accordance with applicable work rules and laws. Unauthorized use of communications equipment is prohibited. Reasonable care shall be exercised in the daily use of the radio devices and their related components to prevent unnecessary wear.

**V. DEFINITIONS**

- A. **Channel** – a defined set of radio parameters that make up a communications path and are identifiable on the display of mobile and portable radios.
- B. **Interoperability** – the ability for public safety officials from different disciplines and jurisdictions to share information via telecommunications means.
- C. **MACH** – Mobile Architecture for Communications Handling
- D. **Mobile Radio** – voice radio communication equipment system installed in a Division vehicle.
- E. **Portable Radio** – voice communication equipment which is handheld or worn on the issued duty belt/or other approved means.
- F. **Talkgroup** – a virtual number within a trunked radio system. Talkgroups are programmed into radios and are identifiable on the display of mobile and portable radios.
- G. **Trunked Radio System** – a computer-controlled radio system that allows all users to share a pool of common radio frequencies.
- H. **Wisconsin Interoperable System for Communications (WISCOM)** – a shared statewide trunked radio system used by public safety agencies.
- I. **X10DR Wireless Microphone®** – a portable device system that enables wireless, encrypted communications from the host vehicle. The X10DR® microphone is exclusively connected to its assigned vehicle's EF Johnson voice radio system (Attachment 1).
- J. **Zone** – a group of channels and/or talkgroups within a radio.

**VI. USE OF RADIO COMMUNICATIONS EQUIPMENT**

- A. Mobile Radio
  - 1. Shall be turned on at the beginning of each duty shift and remain on until the conclusion of the duty shift except when not in use during a duty shift for an extended period of time (i.e.; during training, etc.)
  - 2. The microphone will be kept in an approved microphone holder when not in use.

**B. Portable Radio**

1. Portable radios that can transmit and receive communication with DSP Communication Centers, will be worn at all times unless an assignment is such that a supervisor allows deviation.
2. Any remote speaker/microphone will be worn in a manner which allows effective communications while maintaining a professional appearance consistent with standards as specified in the Division Policies and Procedures.
3. The portable radio will be worn on the uniform belt in a Division-approved manner.
4. The portable radio will be worn in approval manner when in uniform in addition to the X10DR®, if issued.

**C. X10DR® Secure Wireless Microphone**

1. The X10DR® will be carried in addition to the portable radio.
2. To maximize efficiency, the X10DR® will be worn on the shoulder with the antenna pointed up.
3. The X10DR® will only associate with the vehicle in which it is installed/paired with.

**D. Rechargeable Batteries**

1. Batteries should be fully charged prior to their use at the beginning of a given shift.
2. For optimum performance, batteries for the portable radio should be rotated on a regular basis.
3. Batteries being removed from service should be delivered to the respective post radio shop technician for proper testing and/or recycling.

**VII. PROGRAMMING OF RADIOS**

- A. Division-wide programming of mobile radio functions to include switch, button and knob assignments so that personnel can readily operation Division radio equipment regardless of location or assignment shall be standardized. A uniform programming template for mobile and portable radios will be established by the DSP Bureau of Network Engineering and Data Infrastructure (BNEDI) for statewide implementation and will be adhered to in all regions.

- B. Common programming of radios will include Division, Interoperability and individual talkgroups/channels for mobile and portable radios with limited exceptions as approved by the Division.
- C. Each post will be assigned a designated zone of talkgroups.
- D. Channels/talkgroups of other agencies may be considered and authorized by a small committee consisting of the Region Commander, the regional Network Communications Supervisor, the Division's Frequency Specialist, the BNEDI Director, and the other agency involved. All requests for approval shall be submitted on an Outside Agency Transmit Request (Form SP4596) which will be reviewed on an "as needed" basis. The DSP Bureau of Network Engineering and Data Infrastructure shall collect such requests at Central Headquarters and that file shall be maintained by the Division's Frequency Coordinator.

## VIII. PROCEDURE

- A. Channel/Talkgroup Use
  - 1. Conventional System – When operating on the conventional system, officers should at a minimum monitor/scan:
    - a. Post Dispatch
    - b. Post Car-to-Car
    - c. STATEWIDE
    - d. VLAW1 (formerly known as WISPERN)
    - e. Primary scanned channel of assigned county
  - 2. WISCOM System – When operating on the WISCOM system, officers should at a minimum monitor/scan:
    - a. WSPXX1 ("XX" will be the region abbreviation indicating the primary talkgroup of a particular region)
      - 1) WSPSW1 (DeForest/Tomah primary talkgroup)
      - 2) WSPSE1 (Waukesha primary talkgroup)
      - 3) WSPNE1 (Fond du Lac primary talkgroup)
      - 4) WSPNC1 (Wausau primary talkgroup)
      - 5) WSPNW1 (Eau Claire primary talkgroup)
      - 6) WSPNW7 (Spooner primary talkgroup)
    - b. WSPXX2 – 8 (assigned as needed within a particular region)

- c. WSPSTW1 – 3 (statewide)
  - d. RCALL and RTAC (as appropriate for each region)
  - e. If available, the primary scanned talkgroup of assigned county
- B. Sergeants, troopers and inspectors are assigned their own portable and mobile radio. If other than the assigned portable and/or mobile radio is used, the respective Communications Center **MUST BE NOTIFIED IMMEDIATELY**.
- C. Personnel will remain in radio contact with their respective Communications Center at all times unless they advise otherwise. If radio contact is lost, the “10-75 Security Check” (P&P 5-2) will take effect.
- D. Status reporting (Arrived at Scene, At Station, Patrolling, etc.) is required and should normally be done on the mobile data computer utilizing MACH Sub Status, to include a location in the description drop-down. The necessity of other status reporting will be defined by each Region.
- E. When exiting/entering the Post geographic boundaries, officers shall advise the respective Communications Center that they will be switching zones.
- F. Officers will utilize the mobile radio and not the X10DR® when in the patrol vehicle.
- G. The respective Communications Center must be advised by the officer when that officer will be out of radio contact. The officer shall provide the location of 10-7 and state “no portable” or submit a MACH instant message advising of such status.

**IX. REFERENCES**

DSP Policy & Procedure 5-2, Traffic Stops and Security Reporting  
SP4596 Outside Agency Transmit Request