



PROTOCOL For Radio Procedure

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This protocol concerns every Lyttelton Sector 1 (LS1) Community Policing Forum (CPF) member with a hand-held radio tuned to the CPF frequency. In particular the Patrollers and Joint Operation Centre (JOC) operators.

- Operating the instrument: The radio has two functions, a receiving function where the operator listens to a caller and a transmitting function when the operator speaks to someone. These functions operate independently, you cannot speak and listen simultaneously like on a cell phone. You either transmit or receive a transmission.
- If two people transmit simultaneously, the broadcast is scrambled and no one can decipher it. Therefore, before you transmit listen if someone is not already transmitting or waiting for a return message, if the ether ways are clear press the transmit button on the side of your radio and wait for at least three seconds before you start speaking. THIS IS VERY IMPORTANT BECAUSE ALL OUR TRANSMISSION GO THROUGH A REPEATER AND THUS REQUIRES A FEW SECONDS TO DO SO.
- The radios are not made available for sweet talk. The radios may only be used as a service to the community covered by LS1 CPF. In all events the calls must work through the JOC. NO RADIO OPERATOR MAY CALL A PATROLLER OR MEMBER OF THE PUBLIC WITHOUT PERMISSION FROM THE JOC OPERATOR. (THIS OBVIOUSLY EXCLUDES SAPS)
- Except if the JOC Attendant on duty asks you to, in an emergency or otherwise, do not take the responsibility of taking over the JOC or functions of the JOC.
- You didn't receive JOC training, and you don't have the prescribed info or procedures.
- When a person is out of radio range ie Cradock rd in Lyttelton or Botha avenue then he/she must phone the JOC operator on the JOC telephone number. (0861 571 911). Our signal is too weak there for communication.
- Points to be aware of when talking on the radio:



- a. Keep emotion and opinion off the radio
- b. Never ever swear over the radio or telephone
- c. Do not be rude.
- d. Do not gossip over the radio.
- e. Do not shout over the radio.
- f. Do not criticize or belittle people over the radio. Phone him/her if you have to.
- g. Do not press the transmitter button unless you intend to speak.
- h. Never ever divulge sensitive information over the radio.
- i. Never divulge personal details over the radio.
- j. Keep your radio safe at all times.
- k. Make sure your radio is fully charged at all times.

COMPILED BY:

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