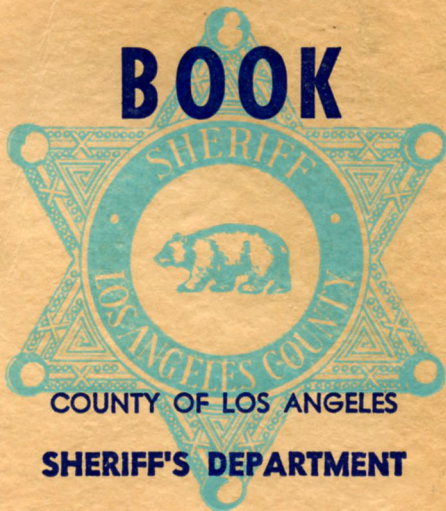


**OFFICIAL**

**CODE**

**BOOK**



**COUNTY OF LOS ANGELES**

**SHERIFF'S DEPARTMENT**

**Peter J. Pitchess — Sheriff**

## FOREWORD

The Los Angeles County Sheriff's Department utilizes a Central Radio Dispatching Center as a means to relay messages to and from the various stations and the mobile field units. This Center known as STATION B is located in the Hall of Justice and is part of the General Services Bureau, Technical Services Division. The Radio Dispatching Center has twelve frequencies to monitor and supervise using a present staff of one Sergeant and seven Radio-telephone Operators to handle both the radio and the telephone traffic on each shift.

Using four main transmitting frequencies, Station B logs over 12,000 outgoing transmissions a day. The receivers and transmitters are strategically located throughout the County and are tied together, and to Station B, by a modern microwave radio system.

Operating under the Federal Communications Commission's "Rules and Regulations," the Base Station call letters are "K M A 6 2 8." The mobile units must identify when asked as "K A 4306."

The frequencies are assigned geographically as follows:

F-1 PATROL	(CAR TO CAR)
F-2 PATROL	East Los Angeles, Newhall, Altadena, West Hollywood, Malibu, Montrose, Headquarters Administrative, Detective
F-3 PATROL	Temple City, San Dimas, Industry
F-4 PATROL	Norwalk, Lakewood
F-5 PATROL	Antelope Valley
F-6 DETECTIVE	(CAR TO CAR), Helicopter Patrol
F-7 PATROL	Firestone, Lennox
F-8	Inoperative at present

STATION A is the radio equipment repair center and microwave relay point. It is under jurisdiction of the Department of Communications and does not have dispatching facilities.

## FREQUENCY ONE

F-1 is a part of the official communication system used by the Radio Dispatching Center. It is to be used for official transmissions only. When on F-1, use the approved radio codes when possible, being brief and to the point with each transmission.

A unit requesting F-1 to transmit to a second unit should use his call letters followed by Ten-31, ending with the call letters of the requested unit. Example: 54 Ten-31 53. The dispatcher will transmit the request over the air. If the unit making the request is unable to make radio contact with the desired unit on F-1, the unit may assume that the unit requested is off the air whereupon the requesting unit should switch back to his original frequency.

F-1 is a tactical frequency for Special Operations Plan.

## RADIO EQUIPMENT OPERATION

Check the radio equipment and be sure that it is in good working condition. Always have the radio antenna "up." Turn the radio on and set the frequency selector switch to the proper frequency. Advise Station B Ten-8. Station B will acknowledge and log it. If you do not receive an "ack," try again after a few seconds. If you again do not receive an "ack," the chances are that the radio in your car is inoperative.

When transmitting, pronounce your words distinctly and rather slowly. The normal dispatch rate should be between 40 and 60 words per minute. Make your voice as emotionless as possible on the air regardless of the situation. Emotion tends to distort the voice and render it incapable of being copied. Attempt to make your voice a regular monotone. Keep the microphone as close to your mouth as you would hold a telephone. Speak in a normal tone of voice. The radio will amplify your voice so don't shout as it tends to distort the voice.

Be impersonal on the air. Do not use the name of the person to whom you are speaking or identify yourself as "I". Refer to members of the department by car call-letters or other proper designation. Do not use profanity, slang, or attempt to be humorous on the air. You are not licensed to use "person to person" messages and misuse of air time is a violation of F.C.C.

Any transmission longer than 30 seconds should be broken up at 30 second intervals, stopping transmission and waiting for about five seconds before resuming. This accomplishes two things: (1) it allows the dispatcher to assure you that the message has been received; or if not, to ask for a repeat. (2) it allows other units who may have emergency traffic to go ahead without waiting.

Don't guess, check all doubtful words with the dispatcher. Never accept receipt of a message (Ten-4) until you are definitely sure that the message is correct in every detail. If unsure, ask the dispatcher to repeat the message (Ten-9).....

When you hear a four second beep tone, it means that the frequency is on a clearance and other units are transmitting. Don't transmit during this tone period unless you have emergency traffic.

The standard alphabet should be used for spelling out unusual names of people or locations. The names used after each letter have been found to be the most understandable over the air. They should always be given as:

A.....	Adam	H.....	Henry
B.....	Boy	I.....	Ida
C.....	Charles	J.....	John
D.....	David	K.....	King
E.....	Edward	L.....	Lincoln
F.....	Frank	M.....	Mary
G.....	George	N.....	Nora

O.....Ocean

P.....Paul

Q.....Queen

R.....Robert

S.....Sam

T.....Tom

U.....Union

V.....Victor

W.....William

X.....X-ray

Y.....Young

Z.....Zebra

Following is the correct pronunciation of numbers:

1.....Wun

2.....Too

3.....Th-r-ee

4.....Fo-wer

5.....Fie-yiv

6.....Siks

7.....Sev-ven

8.....Ate

9.....Nie-yen

0.....Zero

All numbers should be given first as individual numbers, and then repeated, reading the number as a whole. The number 186,757 for example, would read: "One eight six, seven five seven; one hundred eighty six thousand seven hundred fifty seven." It is practically impossible to make an error in receiving a number when it is given in this manner.

The description of any person should contain the following information:

1. Name

2. Sex

3. Race

4. Age

5. Height

6. Weight

7. Hair

8. Eyes

9. Complexion

10. Birthdate

11. Physical imperfections, that would aid in identification, such as condition of teeth, etc.
12. Description of clothing from head down.
13. Any other pertinent information, such as fingerprint classification, alias, etc.

## RADIO PROCEDURE

- A. A call not accompanied by Code Two or Three is a routine call and is to be answered by observing all traffic laws and without use of red light and siren.
- B. A call accompanied by the statement "Code Two" is an urgent call and is to be answered immediately and in a manner which will enable the officers to get to the scene as quickly as possible with safety by observing all traffic laws and without the use of red light and siren.
- C. A call accompanied by the statement "Code Three" is an emergency call and is to be answered immediately and in a manner which will enable the officers to get to the scene as quickly as possible with safety, using red light and siren to obtain the right of way, if vehicle is so equipped.
- D. When requesting fire fighting equipment, advise the type of fire so that the Fire Dispatcher may dispatch proper equipment to the scene.
- E. When requesting assistance, advise what you have and how many units assistance needed. Be sure that the dispatcher has copied your location correctly before leaving the radio. Advise Code four as soon as possible, but not pre-maturely.
- F. When advising Code four at the scene of a Silent alarm, also advise whether or not a crime was committed.
- G. If you cannot think of the proper code, speak in English, and the message will be relayed.
- H. The following letters when added to any call indicates:
  - 1. R—Report
  - 2. J—Juvenile
  - 3. W—Woman

## EMERGENCY BROADCAST

When you have an emergency broadcast requiring immediate priority, ask for a clearance (Ten-33).

Give the broadcast in the following sequence:

TYPE OF CRIME—LOCATION OF CRIME—TIME OF OCCURRENCE—VEHICLE DESCRIPTION—LOCATION SUSPECT LAST SEEN—SUSPECT #1 DESCRIPTION — DRESS — WEAPONS USED — WHAT OBTAINED—SUSPECT #2 DESCRIPTION—SUSPECT #3

## CODE THREE DRIVING

When driving "Code Three," whether on a call or in Pursuit, remember that the siren may "drown out" your message. Transmit when the siren is at low volume.

If in pursuit, give directions clearly. When possible, give the street names that you are approaching rather than names that you have passed. Example: Car 54 in pursuit of a possible stolen vehicle, eastbound on Garvey Avenue from San Gabriel Boulevard, approaching Walnut Grove. Give the dispatcher the time to rebroadcast the information you have given before you give additional information. Always keep in mind that you should give reason for pursuit so your station Watch Commander may be advised.

Station B will keep units advised of your progress along with other police agencies as needed. A tape recorder will be activated to record both the unit and the dispatcher during a pursuit for future use. When pursuit vehicle is stopped, give the exact location so assisting units may respond. For further guidelines, refer to RB-18/241.2.

It is the responsibility of the driver of an emergency vehicle operating "Code Three" to drive with due regard for the Safety of all persons and property. The Siren and Red Lights together, shall be so utilized, and the speed of the vehicle governed in such a manner as to give sufficient warning and adequate

time for motorists and pedestrians to relinquish the right-of-way to the emergency vehicle.

### WANT CHECKS BY COMPUTER

The National Crime Information Center (NCIC) is a computerized information system established as a service to all law enforcement agencies—local—state and federal. Through use of the most up-to-date computer equipment located at FBI Headquarters in Washington D. C., this system can store vast amounts of information which can be quickly retrieved and furnished through an NCIC terminal to any authorized agency. The system can best be described as a computerized index to documented police information concerning crime and criminals of nationwide interest.

When entry records and inquiries on property, firearms, and wanted persons are directed to NCIC, the California State-CII will first check its files to determine whether information is available which indicates that the article or person is still in California. If such information is available, the message to NCIC will be intercepted and terminated and the information from the CII files returned to the agency submitting the entry. Such information will be preceded by DOJ to distinguish it from NCIC. If such information is not available in the CII files, the original message will be automatically forwarded to NCIC.

The formats for Firearms, Property and Wanted Persons follows:

**FIREARM INQUIRY:** Serial number—Make of firearm  
—Caliber of firearm

**PROPERTY INQUIRY:** Type of article— Serial number  
—Brand name of article

**WANTED PERSONS INQUIRY:** Name — numeric identifier (DOB, FBI, SS#)

Computers have considerable "Down" time during which messages may not be sent or returned. A normal time for returns varies from three minutes to thirty minutes.



## STOLEN VEHICLES

Many of your messages will relate to stolen cars. It is important that you supply information which is accurate and useful. The following is the information desired by most police departments and CHP AUTO-STATIS COMPUTER.

- |                   |                                       |
|-------------------|---------------------------------------|
| 1. License number | 7. Date of theft                      |
| 2. State          | 8. File number                        |
| 3. Vehicle VIN    | 9. Miscellaneous identifying features |
| 4. Year make      | 10. Stolen from                       |
| 5. Model          |                                       |
| 6. Color          |                                       |

Telephone your stations and give above information so it may be placed into the AUTO-STATIS COMPUTER.

Stolen Vehicle information will not be broadcast if the vehicle was stolen over one hour prior. You must have a signed stolen (CHP 180) prior to broadcast.

## FIELD WANT CHECKS

When a subject is questioned in the field and a want check is desired, request a routine clearance (Ten-34) to run a subject. Give the information in the following manner:

Name .....

AKA .....

Birthdate..... Address..... City.....

Sex..... Race..... Age..... Hgt..... Hair..... Eyes.....

Remarks .....

Do not offer a second address or license numbers. Do not request other agency checks until you have extenuating circumstances.

## COUNTY WIDE ALERTING SYSTEM

The County Wide Alerting System is a network of radio receivers located in the various police departments. These receivers are part of the Sheriff's Radio

Dispatching network. They can be turned on by each police department to operate as normal Sheriff's frequency monitors at the police station, or they can be activated by remote control from Station B.

A broadcast can be directed to either an individual police agency or to a group of agencies or to all police agencies throughout the County. The seriousness of the crime and the completeness of the information (particularly vehicle description) will determine how widely a crime will be broadcast on the Alerting System. Only major felonies qualify for County Alert broadcasts.

### SIGALERT

A sigalert is the system for advising the public regarding situations affecting the movement of vehicular traffic or dangerous conditions that would have an effect upon a considerable number of people. The sigalert broadcasts are transmitted at the discretion of the Los Angeles police department.

A sigalert may be initiated whenever it is apparent that a large number of people could be affected by a hazardous or potentially hazardous condition or traffic situation. The Deputy having knowledge of the situation shall notify his station Watch Sergeant via Radio Dispatching Center.

Upon receipt of a Sigalert the Radio Sergeant shall notify the Los Angeles Police Communications for Initiation or Cancellation. Re RB-18/24.

### CODE 20

A Code 20 shall be requested when a Deputy of this Department investigates or observes an unusual or newsworthy incident. When in doubt about the newsworthiness of a specific occurrence, proceed immediately with a Code 20 leaving the decision of making a Follow-up to the representatives of the press. Refer RB-18/241.2.

187	Murder
207	Kidnapping
207-A	Attempt kidnapping
211	Robbery
211-S	Robbery alarm-silent
211-T	Robbery alarm — teletronic
217	Assault — intent to murder
220	Assault — intent to rape
242	Battery
245	Assault with deadly weapon
261	Rape
261-A	Attempt rape
273-A	Child neglect
273-D	Wife beating—felony
288	Sex crimes against children
311	Lewd literature
314	Indecent exposure
330	Gambling
374-B	Illegal dumping
390	Drunk
390-A	Drunk in auto
390-D	Drunk down
390-S	Drunk in street
415	Disturbing peace
415-A	Disturbing the peace in auto
415-C	Disturbing the peace party crashers
415-D	Disturbing the peace—drunk
415-E	Disturbing the peace—music or party
415-F	Disturbing the peace—family
415-G	Disturbing the peace—gang
415-J	Disturbing the peace—juveniles
415-N	Disturbing the peace—neighbors
417	Man with gun
417-A	Man with knife
447	Arson

459	<b>Burglary</b>
459-A	Burglar alarm audible
459-S	Burglar alarm silent
480	Hit and run — felony
481	Hit and run—misdemeanor
483	Hit and run—parked vehicle
487	Theft grand
488	Theft petty
488-B	Theft bicycle
501	Drunk driving — felony
502	Drunk driving—misdemeanor
503	Auto theft
503-A	Recovered vehicle
504	Tampering with auto
504-A	Car strippers
505	Reckless driving
510	Speeding or racing
586	Illegal parking
586-E	Illegal parking—blocking driveway
594	Malicious mischief
594-B	Malicious mischief—B. B. Gun
601	Incorrigible
602	Trespassing
604	Throwing missiles
647	<b>Vagrant</b>
647-A	Vagrant loitering near school or public place
653-M	Lewd or threatening phone calls
901	Ambulance dispatched
901-N	Ambulance needed
901-S	Ambulance dispatched—sick or injury
901-T	Ambulance dispatched—traffic
902	Person sick or injured
902-A	Attempt suicide
902-H	Enroute to hospital
902-N	Traffic accident — no injuries

902-R	Rescue follow-up	920
902-T	Traffic accident, no details	A-920
903	Airplane accident—no details	9-920
903-L	Low-flying aircraft	920
904	Fire	920
904-A	Fire — auto	920
904-B	Fire—brush or grass	920
904-F	Fire—forest	920
904-G	Fire—smoke investigation	9-920
904-I	Illegal fire	920
904-S	Structural fire	920
905	Abuse of animals	920
905-B	Animal bites	A-920
905-D	Dead animals	920
905-I	Injured animal	A-920
905-L	Leash laws	920
905-N	Noisy animal	913
905-P	Poisoned animal	920
905-S	Stray animal	920
905-V	Vicious animals	2-920
906	Officer needs assistance — car trouble	920
907	Minor disturbance	9-920
907-B	Minor disturbance ball game in street	920
909	Traffic congestion	920
909-A	Hot wires down	920
909-S	Safety hazard	920
909-T	Traffic hazard	A-920
910	Can you handle call?	M-920
911	Advise party	920
911-A	Contact informant	9-920
911-B	Contact officer	2-920
911-C	Contact citizen	920
911-N	Do not contact informant	920
912	Are we clear?	A-920
913	You are clear	9-920
914	Detectives needed	9-920

- 914-C Coroner needed
- 914-F Fire equipment needed
- 914-I Inhalator needed
- 914-N Concerned party notified
- 916 Officer holding misdemeanor suspect
- 916-A Officer holding felony suspect
- 916-B Citizen holding misdemeanor suspect
- 916-C Citizen holding felony suspect
- 917 Hold occupants of vehicle
- 917-A Abandoned auto
- 917-S Suspicious auto
- 918 Insane person
- 918-V Violently insane person
- 919 Keep the peace
- 920 Missing adult
- 920-A Found adult
- 920-C Missing child
- 920-F Found child
- 921 Prowler
- 921-A Prowler in rear
- 921-B Prowler at side
- 921-C Car prowler
- 921-E Prowler, attempting entry
- 921-P Peeping Tom
- 922 Illegal peddling
- 923 Illegal shooting
- 924 Station detail
- 924-B Notify our station
- 925 Person acting suspiciously
- 925-A Person acting suspiciously in auto
- 925-S Person acting suspiciously, solicitor
- 926 Tow truck needed
- 926-A Tow truck dispatched
- 927 Suspicious circumstances
- 927-A Suspicious circumstances—person pulled  
from phone
- 927-B Suspicious circumstances—open door or  
window

- 927-C Check vicinity
- 927-D Suspicious circumstances — possible dead  
body
- 927-S Suspicious circumstances—womanscreaming
- 928 Found property
- 928-B Foundproperty—bicycle
- 928-L Lost property
- 929 Person down
- 929-A Person down in vehicle
- 930 See the man
- 930-A See the manager
- 931 See the woman
- 932 Woman or child being abused
- 981 Frequency clear
- 982 Are we coming in?
- 995 Strike trouble
- 996 Explosion
- 997 OFFICER NEEDS HELP URGENTLY—DIS-  
TRICT CARS ONLY
- 998 OFFICER INVOLVED IN SHOOTING
- 999 OFFICER NEEDS HELP URGENTLY
- Ten 1 Receiving poorly
- Ten 2 Receiving well
- Ten 3 Stop transmitting
- Ten 4 O. K.
- Ten 5 Relay
- Ten 6 Busy
- Ten 7 Out of service
- Ten 8 In service
- Ten 9 Repeat
- Ten 10 Out of service, subject to call
- Ten 11 Dispatching too rapidly
- Ten 12 Officials or visitors present
- Ten 13 Advise weather and road conditions
- Ten 15 Prisoner in custody
- Ten 16 Pick up prisoner
- Ten 17 Pick up papers
- Ten 19 Return to your station
- Ten 20 What is your location?

- Ten 21 Call station by phone
- Ten 22 Take no further action last information
- Ten 23 Stand by
- Ten 27 Any return our number or subject
- Ten 28 Full registration or record
- Ten 29 Check for wanted
- Ten 29-F Subject is wanted for a felony. Use caution, advise when subject in custody and you are ready for crime information.
- Ten 29-D Subject is wanted and is considered dangerous; use extreme caution. Advise when in custody and ready for information.
- Ten 29-FD Subject is wanted for a felony. Considered armed and dangerous; use extreme caution. Advise when in custody and ready for information.
- Ten 29-M Subject is wanted for misdemeanor crime.
- Ten 29-T Subject is wanted on traffic warrant(s); arrest subject; warrant abstracts are being sent to your station or warrant is at your station.
- Ten 29-H Confidential information regarding your subject; remove subject out of hearing range of radio and advise when ready for information.
- Ten 30 Does not conform to regulations
- Ten 31 Request unit — on frequency 1
- Ten 32 Transmit message on frequency 1
- Ten 33 Request emergency clearance
- Ten 34 Request routine clearance
- Ten 35 Confidential information
- Ten 36 Correct time
- Ten 37 Identify operator on duty
- Ten 97 Arrived at scene
- Ten 98 Finished with last assignment

**ONE MAN UNITS —** Radio Sergeant will make immediate determination whether assistance is required on above 10-29 Coder



# ALPHABETICAL INDEX

## A

Abandoned auto .....	917-A
Accident — airplane .....	903
Accident—traffic—ambulance dispatched ..	901-T
"          "      — no details .....	902-T
"          "      — no injuries .....	902-N
Acknowledge message .....	Code One
Acknowledgement or O. K. ....	Ten 4
Adult found .....	920-A
Adult missing .....	920
Advise party .....	911
Airplane in accident .....	903
Airplane low-flying .....	903-L
Alarm — burglar .....	459-A
"      — fire .....	Code 8
"      — robbery — silent .....	211-S
"      — silent burglar .....	459-S
"      — silent teletronic .....	211-T
Ambulance dispatched .....	901
"          "      sick or injury .....	901-S
"          "      traffic .....	901-T
"          needed .....	901-N
Animal bites .....	905-B
"      dead .....	905-D
"      abuse of .....	905
"      injured .....	905-I
"      noisy .....	905-N
"      poisoned .....	905-P
"      stray .....	905-S
"      vicious .....	905-V
Are we clear? .....	912
Are we coming in? .....	982
Arrived at scene .....	Ten 97
Arson .....	447
"      immediate investigation .....	Code A

Assault — misdemeanor .....	240
" — with deadly weapon .....	245
" — with intent to murder .....	217
Assault — with intent to rape .....	220
Assistance, no further needed .....	Code 4
" , officer needs help urgently .....	999
" , " " — car trouble .....	906
" , " " — district cars .....	997
Attempt kidnapping .....	207-A
" rape .....	261-A
" suicide .....	902-A
Auto — check for wanted .....	Ten 29
" , disturbing peace in .....	415-A
" , fire .....	904-A
" , registration information .....	Ten 28
" , suspicious .....	917-S
" , suspicious person in .....	925-A
" , tampering with .....	504
" , theft .....	503
" , recovered .....	503-A

## B

Battery .....	242
B.B. guns, malicious mischief .....	594-B
Bicycle found .....	928-B
Bicycle theft .....	488-B
Bites, animal .....	905-B
Body, dead .....	927-D
Brush fire .....	904-B
Burglar alarm .....	459-A
" " silent .....	459-S
Burglary .....	459
Busy .....	Ten 6

## C

Call — can you handle? .....	910
Car prowler .....	921-C
Car strippers .....	504-A
" trouble, officer needs assistance .....	906
Check for wanted or stolen .....	Ten 29
Check vicinity .....	927-C
Child being abused .....	932
" found .....	920-F
" missing .....	920-C
" neglect .....	273-A
Children, sex crimes against .....	288
Citizen holding felony suspect .....	916-C
Citizen holding misdemeanor suspect .....	916-B
Clear, are we .....	912
Clear frequency .....	981
Clear, you are .....	913
Clearance, request emergency .....	Ten 33
Clearance, request routine .....	Ten 34
Confidential information .....	Ten 35
Confidential information regarding your subject; remove subject out of hearing range of radio and advise when ready for information .....	Ten 29-H
Congestion, traffic .....	909
Contact citizen .....	911-C
" informant .....	911-A
" man .....	930
Contact manager .....	930-A
Contact officer .....	911-B
" woman .....	931
Coroner needed .....	914-C
Crimes against children .....	288
Custody, prisoner in .....	Ten 15

## D

Dead animal .....	905-D
Dead body .....	927-D
Deadly weapon, assault with .....	245
Detail, station .....	924
Detectives needed .....	914
Dispatching too rapidly .....	Ten 11
Disregard last message .....	Ten 22
Disturbing peace .....	415
"    "    drunk .....	415-D
"    "    family row .....	415-F
"    "    gang .....	415-G
"    "    juveniles .....	415-J
"    "    music or party .....	415-E
"    "    neighbors .....	415-N
"    "    party crashers .....	415-C
Do not contact informant .....	911-N
Door open .....	927-B
Driving reckless .....	505
Drunk .....	390
"    disturbing peace .....	415-D
"    down .....	390-D
"    driving — felony .....	501
"    driving — misdemeanor .....	502
"    in auto .....	390-A
"    in street .....	390-S
Dumping, illegal .....	374-B

## E

Emergency .....	Code 3
"    assistance .....	999
"    "    district cars only .....	997
"    clearance, extreme emergency only .....	Ten 33
Explosion .....	996
Exposure, indecent .....	314

## F

Family row, disturbing peace .....	415-F
Felony suspect, citizen holding .....	916-C
"    "    , officer holding .....	916-A
Fire .....	904
"    auto .....	904-A
Fire alarm .....	Code 8
"    brush or grass .....	904-B
"    equipment needed .....	914-F
"    forest .....	904-F
"    illegal .....	904-I
"    structural .....	904-S
Found adult .....	920-A
"    child .....	920-F
"    property .....	928
Frequency clear .....	981
"    two, request unit on .....	Ten 31
"    "    transmit on .....	Ten 32

## G

Gambling .....	330
Gang, disturbing peace .....	415-G
Grand theft .....	487
Grass fire .....	904-B
Gun, man with .....	417

## H

Hazard, safety .....	909-S
"    traffic .....	909-T
Help, officer needs urgently .....	999
"    "    "    "    district cars .....	997
Hit and run — felony .....	480
Hit and run — misdemeanor .....	481
Hit and run — parked vehicle .....	483
Hold occupants of vehicle .....	917
Hospital, en route to .....	902-H
Hot wires down .....	909-A

I

Illegal dumping .....	374-B
" fire .....	904-I
Illegal parking .....	586
" peddling .....	922
" shooting .....	923
Indecent exposure .....	314
Informant, do not contact .....	911-N
Informant, contact .....	911-A
Information, confidential .....	Ten 35
Inhalator follow-up .....	902-R
" needed .....	914-I
Injured animal .....	905-I
" person .....	902
" " ambulance dispatched .....	901-S
Insane person .....	918
" " violent .....	918-V
In service .....	Ten 8

J

Juvenile missing .....	920-C
Juvenile disturbing peace .....	415-J

K

Keep the peace .....	919
Kidnapping, attempt .....	207-A
Knife, man with .....	417-A

L

Last assignment finished .....	Ten 98
Leash laws .....	905-L
Lewd literature .....	311
Literature, lewd .....	311
Location, what is your .....	Ten 20
Loitering near school or public place .....	647-A
Lost property .....	928-L

## M

Malicious mischief .....	594
"    "    B.B. guns .....	594-B
Man, see the .....	930
Man with gun .....	417
"    "    knife .....	417-A
Manager, see the .....	930-A
Message, disregard last .....	Ten 22
Minor disturbance .....	907
"    "    , ball game in street .....	907-B
Misdemeanor suspect, citizen holding .....	916-B
"    "    officer holding .....	916
Missing adult .....	920
"    child .....	920-C
Murder .....	187
Music, disturbing peace .....	415-E

## N

Neglect, child .....	273-A
Notify party .....	911
No further assistance needed .....	Code 4
Notified party concerned .....	914-N
Notify our station .....	924-B

## O

Officer, contact .....	911-B
Officer, holding felony suspect .....	916-A
"    "    misdemeanor suspect .....	916
"    involved in shooting .....	998
"    needs assistance — car trouble .....	906
"    "    help urgently .....	999
"    "    "    "    district cars .....	997
Officials or visitors present .....	Ten 12
O. K., or an acknowledgment .....	Ten 4
One man unit out for investigation .....	Code 9
Operator on duty, identify .....	Ten 37

Open door .....	927-B
Out for investigation .....	Code 6
Out of service to eat .....	Code 7
Out of service .....	Ten 7
Out of service, subject to call .....	Ten 10

P

Papers, pick up .....	Ten 17
Parking, illegal .....	586
Party crashers .....	415-C
Peddling, illegal .....	922
Peeping Tom .....	921-P
Person acting suspiciously .....	925
"    "    "    in auto .....	925-A
Person dead .....	927-D
"    down .....	929
"    Injured .....	902
"    "    ambulance dispatched .....	901-S
Person insane .....	918
"    "    violently .....	918-V
Person pulled from telephone .....	927-A
Person sick .....	902
"    "    ambulance dispatched .....	901-S
Petty theft .....	488
"    "    bicycle .....	488-B
Phone your station .....	Ten 21
Poisoned animals .....	905-P
Prisoner in custody .....	Ten 15
Prisoner, pick up .....	Ten 16
Property found .....	928
"    lost .....	928-L
Prowler .....	921
"    car .....	921-C
"    in rear .....	921-A
"    at side .....	921-B
Purse snatch .....	487-A



## R

Racing or speeding .....	510
Rape .....	261
" attempt .....	261-A
Receiving poorly .....	Ten 1
" well .....	Ten 2
Reckless driving .....	505
Record or registration information .....	Ten 28
Recovered vehicle .....	503-A
Registration information, auto .....	Ten 28
Regulations, does not conform to .....	Ten 30
Relay .....	Ten 5
Repeat .....	Ten 9
Rescue follow-up .....	902-R
Return to station .....	Ten 19
Road conditions, advise .....	Ten 13
Robbery .....	211
Robbery alarm, silent .....	211-S
Robbery alarm, teletronic .....	211-T
Rules, does not conform to .....	Ten 30

## S

Safety hazard .....	909-S
School, loitering near .....	647-A
Service, in .....	Ten 8
Service, out .....	Ten 7
Sex crimes against children .....	288
Shooting, illegal .....	923
Shooting, officer involved in .....	998
Sick person .....	902
" " ambulance dispatched .....	901-S
Silent robbery alarm .....	211-S
Speeding or racing .....	510
Stake out — unnecessary units stay away ....	Code 5
Stand by .....	Ten 23
Station detail .....	924

" go to .....	Ten 19
Station notify our .....	924-B
" phone your .....	Ten 21
Stolen or wanted check .....	Ten 29
Stop transmitting .....	Ten 3
Strike trouble .....	995
Subject is wanted for a felony. Use caution; advise when subject in custody, and you are ready for crime information ..	Ten 29-F
Subject is wanted and is considered danger- ous; use extreme caution. Advise when in custody and ready for information .....	Ten 29-D
Subject is wanted for a felony; considered armed and dangerous; use extreme caution. Advise when in custody and ready for information .....	Ten 29-FD
Subject is wanted for misdemeanor crime. Advise when ready for information .....	Ten 29-M
Subject is wanted on traffic warrant(s); arrest subject; warrant abstracts are being sent to your station or warrant is at your station .....	Ten 29-T
Suicide, attempt .....	902-A
Suspicious auto .....	917-S
Suspicious circumstances .....	927
" " Person pulled from phone .....	927-A
" " Possible dead body..	927-D
" " open door .....	927-B
" " woman screaming ..	927-S
Suspicious person .....	925
" " in auto .....	925-A

## T

Tampering with auto .....	504
Telephone, person pulled from .....	927-A
Telephone your station .....	Ten 21

Theft, auto .....	503
" bicycle .....	488-B
" car strippers .....	504-A
" grand .....	487
" , petty .....	488
" from person .....	487-A
Throwing missiles .....	604
Time, correct .....	Ten 36
Tow truck dispatched .....	926-A
" " needed .....	926
Traffic accident — ambulance dispatched ..	901-T
" " no details .....	902-T
" " no injuries .....	902-N
Traffic congestion .....	909
" hazard .....	909-T
Transmit on frequency 1 .....	Ten 32

## U

Urgent, but not an emergency, do not use red lights and siren .....	Code 2
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## V

Vagrant .....	647
" loitering near school or public place	647-A
Vehicle, abandoned .....	917-A
" , recovered .....	503-A
Violently insane person .....	918-V

## W

Wanted or stolen check .....	Ten 29
Weather conditions, advise .....	Ten 13
Wires down, hot .....	909-A
Woman or child being abused .....	932
" see the .....	931
" screaming .....	927-S

# CODES

- Code One ..... Acknowledge receipt of message.
- Code Two ..... Urgent but not an emergency. Do not use red lights and siren
- Code Three ..... Emergency, use red lights and siren.
- Code Four ..... No further assistance needed.
- Code Five ..... Stake out. All units stay away unless emergency or in response to call.
- Code Six ..... Out for investigation.
- Code Seven ..... Out of service to eat.
- Code Eight ..... Fire alarm.
- Code Nine ..... One man unit out for investigation.
- Code Twelve ..... Patrol your assigned district and report the extent of disaster damage to control center
- Code Thirteen ..... Perform disaster service.
- Code thirteen Daniel .. All Deartments Activated Major Disaster Basis
- Code Thirteen Fred ..... Police agency activated Major Disaster Basis
- Code Fourteen ..... Resume normal operations.
- Code Twenty ..... Unit requests press be notified of newsworthy incident.
- Code "A" ..... Request immediate arson investigation.