



General Order 81.1 - Communications

PURPOSE: Define the communications component, the communications function, the authority and responsibility of Sedgwick County Emergency Communications (S.C.E.C.), F.C.C. requirements, S.C.E.C. access, recording of radio transmissions and telephone traffic, review of radio/ telephone traffic, and criminal information systems.

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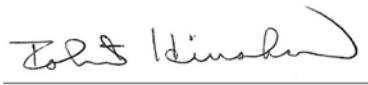
REVIEW DATE: Annual

AMENDS: 81.1.8

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ISSUED BY : Sheriff Robert Hinshaw

REVIEWED BY: Undersheriff



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81.1.1 COMMUNICATIONS COMPONENT

A. The S.C.E.C. is established by County Resolution 192-1987, as authorized by [K.S.A. 12-2904](#).

1. S.C.E.C is an independent governmental body.
2. S.C.E.C. receives and dispatches requests for sheriff's office assistance.

- B. The sheriff, by virtue of the position, is one (1) of eight (8) members of the advisory board of S.C.E.C.
1. The advisory board makes recommendations to the Board of County Commissioners (BOCC) as to:
 - a. The director;
 - b. The budget; and
 - c. Operational policies and procedures.
 2. The BOCC retains administrative and operational control over S.C.E.C. through the appointed director.

81.1.2 COMMUNICATIONS FUNCTIONS

- A. S.C.E.C. functions include:
1. Radio communications;
 2. Telephone communications;
 3. Teletype;
 4. National Warning System (N.A.W.A.S.);
 5. Alarm monitoring of governmental buildings and interests; and
 6. Storm warnings.

81.1.3 AUTHORITY AND RESPONSIBILITY OF S.C.E.C.

- A. Members of the Sedgwick County Emergency Communications Center shall self-initiate decisions concerning call priorities, assignments, and cover units, dependent upon the circumstances surrounding the incident.
1. Refer to the standard operating guidelines of the Sedgwick County Emergency Communications Center for information regarding receiving and dispatching of calls.
 - a. The standard operating guidelines may be found in [appendix A](#) at the end of this general order.
 2. Employees of the Sedgwick County Sheriff's Office will carry out the assignments received by S.C.E.C. as if they were directly received by a supervisor.
 3. If an employee has reason to object to the communication, the employee will make the objection through his/her immediate supervisor after fulfilling the assignment.
 4. Any deputy of the rank of sergeant or above will have the authority to override any decision issued by the communications dispatcher.

81.1.4 F.C.C. REQUIREMENTS

- A. All radio communications utilizing Federal Communications Commission (F.C.C.) assigned radio frequencies shall be subject to F.C.C. rules and regulations addressed to public safety systems. Refer to Part 90, F.C.C. Rules and Regulations.

81.1.5 S.C.E.C. ACCESS

- A. Access to S.C.E.C. by departmental employees is limited to those conducting official business.

81.1.6 OPEN

81.1.7 RECORDING OF RADIO TRANSMISSIONS AND TELEPHONE TRAFFIC

- A. All radio and telephone traffic directed to or through S.C.E.C. is recorded digitally. Each dispatcher has the capability of playing back recent calls and radio transmissions if necessary.
 - 1. If a copy of a recording is required, it will be provided.
 - 2. These recordings are archived for a period of not less than three (3) years..

81.1.8 REVIEW OF RADIO/TELEPHONE TRAFFIC

- A. Access to S.C.E.C. recordings must be authorized by a deputy of the rank of sergeant or greater.
 - 1. **(R)** If a copy is required, the deputy shall provide appropriate media for the duplication process.
 - 2. See Appendix A for further information.
- B. Valid criteria for review/duplication by departmental personnel include:
 - 1. For preservation of evidence;
 - 2. For training purposes; and
 - 3. For investigative purposes.

81.1.9 CRIMINAL INFORMATION SYSTEMS

- A. Employees have access to various criminal information systems via:
 - 1. Special Police Information Data Entry Retrieval (S.P.I.D.E.R.);
 - 2. S.C.E.C.; and
 - 3. The records section.
- B. Information is available and can be disseminated via radio within the guidelines set forth by the federal privacy act.
 - 1. Information will only be requested for official law enforcement business.
- C. Criminal justice information systems accessible to employees include:
 - 1. National Crime Information Center (N.C.I.C.);

2. National Law Enforcement Telecommunications System (N.L.E.T.S.);
3. Automated Statewide Telecommunications Records Access (A.S.T.R.A.); and
4. Local automated criminal history information.