

Sedgwick County  
Emergency Communications

Dispatching Guidelines  
For  
Law Enforcement

Electronic Signature Sheriff Easter 09/19/2014

## Document Change Log

<b>Date</b>	<b>Author</b>	<b>Policy</b>	<b>Change</b>
08/20/2015	James Shiblom	1.0/2.0	Designation of when emergency traffic is given.
09/16/2015	Joni Hambrick	21.0	Derby alarm disposition codes
09/16/2015	Joni Hambrick	22.0	Haysville non-emergency number
09/16/2015	Joni Hambrick	20.0	City of Sedgwick
09/16/2015	Joni Hambrick	20.0-IV	City of Bel Aire response on EMS calls – part 2
09/16/2015	Joni Hambrick	20.0-XIII	Goddard Police Department
09/16/2015	Joni Hambrick	20.0	Maize Police Department and Maize EMS/Fire response
09/17/2015	James Shiblom	1.0	Animal control officers are treated as OIT on duty.
09/17/2015	James Shiblom	26.0	Air Section procedures added
9/28/2015	James Shiblom	2.0	Changed wording about supervisors responding to all priority 1's
9/28/2015	James Shiblom	10.0	Change substation hours of operation
10/02/2015	Joni Hambrick	22.0	Haysville animal control
10/06/2015	Joni Hambrick	8.0	Added step it up procedures
12/15/2015	Joni Hambrick	20.0	Suburban SOG reformatted by city
03/03/2016	Joni Hambrick	27.0	Added Wichita Police Department K9s
04/08/2016	Joni Hambrick	3.0	Changed the wording on Radio Protocol
8/4/2016	Chris Rogers	22.0	Haysville animal control to respond first to LOCKED calls if available.
9/4/2016	Lisa Walke	18.0	Sheriff Entry Team
9/10/2016	Chris Rogers	28.0	City Courts Channel
11/17/2016	Chris Rogers	27.0	Calls on KHP
11/28/2016	Elora Forshee	7.0	Amber Alert policy changes.
01/10/2017	Chris Rogers	1.0	Updated wording for radio procedures on priority E calls.
1/10/2017	Chris Rogers	2.0	Updated wording for radio procedures on priority 1 calls.
02/09/2017	Elora Forshee	1.0	Updated dispatch order for Priority E calls.
02/10/2017	Elora Forshee	8.0	Update on emergency button activation, remove step it up.
7/10/2017	Chris Rogers	2.0	Added Jumper call type to the list of priority 1 calls.
7/19/2017	Chris Rogers	5.2 & 6.2	Updated WPD runaway report policy
8/7/2017	Alayna Moreno	26.0	Remove Air Section Policy
9/5/2017	Chris Rogers	2.4	Added COLA1 to the list of priority 1 calls
9/17/2017	Chris Rogers	4.0	Added PFA to the list of priority 3 calls.
11/07/2017	Chris Rogers	Multiple	Updated information radio protocols, DVWP, DISTWP, SCWP, DIST, DV, and WEAPON call types. Also updated text and procedures for RART, case desk calls for Sheriff, Derby animal control calls, and Derby funeral escorts
01/09/2018	Elora Forshee	4.0	Added dispatch time for priority 3 calls
01/09/2018	Elora Forshee	20.0	Added section XIII for general instruction on dispatching suburban law enforcement
01/10/2018	Chris Rogers		Removed outdated WPD K9 unit schedule.

01/14/2018	Chris Rogers	2.0	Updated all channels broadcast for WALKIN calls
01/14/2018	Chris Rogers	4.0	Updated the trash report call type.
01/16/2018	Luke Blankenship	8.0	Added Unit Types Section for Wichita Police Department
01/16/2018	Luke Blankenship	9.0	Added Unit Types Section for Sedgwick County Sheriff's Office
01/18/2018	Chris Rogers	8.0	Updated SWAT team information.
2/9/2018	Chris Rogers	22.0	Updated information for medical/fire calls in small towns.
2/21/2018	Chris Rogers	12.0	Updated EARP information to WPD Duty Chief being the one who can activate EARP for Wichita.
02/29/2018	Luke Blankenship	22.0	Updated Small-Town response for the City of Bentley
03/25/2018	Luke Blankenship	9.0	Updated Amber Alert Procedures
3/29/2018	Andrew Benson	8.0	Updated Sheriff Investigations Lieutenants/Sergeant unit numbers
4/11/18	Luke Blankenship	9.0	Updated Amber Alert KDOT Protocol
4/16/2018	Chris Rogers	Multiple	Updated new WPD dispatch order for priority E, 1, and 2 calls.
4/16/2018	Chris Rogers	Multiple	Updated all references to SCAT to the Community Response Team (CRT)
05/17/18	Luke Blankenship	21.0	Updated Wichita and Sedgwick County Animal Control
05/24/18	Luke Blankenship	9.0	Grammatical fixes
08/23/18	Rosemary Varnell	7.0	Updated Canine Handlers and Supervisors
8/28/2018	Kristin Gill	15.0	Updated Emergency Radio Procedures language
10/30/2018	Elora Forshee	22.0	Adding notification of BE1 on Priority 2 calls.
12/14/2018	Rosemary Varnell	30.0	Added Policy 30.0
12/14/2018	Rosemary Varnell	15.0	Updated Emergency Radio Traffic Procedure to include single Alert Tone
07/22/2019	Elora Forshee	31.0	Added Policy 31.0
8/2/2019	Rosemary Varnell	22.0 IX	Updated Goddard PD to not respond to medical and fire calls
9/14/2019	Chris Rogers	24.0	Updated EMS/Fire calls that Haysville PD responds to.
9/20/2019	Rosemary Varnell	23.0 II, III, IV, VII	Updated Derby PD
9/25/19	Luke Blankenship	12.0	Updated EARP procedure for City of Wichita; removed referral to City Hall for report.
9/25/19	Luke Blankenship	6.0	Updated RART procedure for City of Wichita; removed referral to City Hall for report
9/28/2019	Chris Rogers	13.0	Updated policy to reflect HAPD no getting backs on traffic stops.
9/30/2019	Tracy Thul	Multiple	Added Homeless Outreach Team, added call types, cleaned up wording.
11/19/2019	Tracy Thul	Multiple	Added CSO's to WPD units, changed ORU unit numbers.
12/2/2019	Laura Schmitz	22.0 IX	Goddard responds to lock out calls.
1/30/2020	Rosemary Varnell	32.0	LE Operations Channel
5/4/2020	Rosemary Varnell	7.0	Updated CSO's unit numbers



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**Priority E Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with dispatch procedures for Priority E calls.

**II. Definition**

Priority E calls are those calls where a life-threatening situation exists or a serious felony crime is in progress. The call taker should take great care to obtain all of the information possible from the caller. Especially important is any information concerning weapons, descriptions of suspects and vehicles, and types of hazards. Speed is essential but obtaining all possible information is vitally important on these high priority calls.

**III. Radio Protocol**

With the exception of calls involving field units in trouble, the dispatcher will assign at least two patrol units and a field supervisor to respond to the scene at the onset of the call. If necessary, additional patrol units will be dispatched to the area of the call. The call is aired on all law enforcement talk-groups and preceded by a warble tone (Alert 2) or three beeps (Alert 3), as appropriate. The officer on scene will provide the dispatcher with additional suspect information when available and may request that the dispatcher rebroadcast that information on all law enforcement talk-groups. Units will receive emergency radio traffic upon arrival to the call **except for on Submersion 2 or PSUB calls.**

**IV. Priority E Calls**

**Rape in Progress** – 02IP – Alert 3 – The dispatcher is never to say the term “rape” over the radio; it will always be referred to as an “02”.

**Active Shooter** – ACTIVE – Alert 3 – Initial response of three patrol units and a field supervisor.

**Armed Robbery** – AR – Alert 3

**Bank Robbery** – BNKROB – Alert 3

**Burglary in Progress** – BURGIP – Alert 3

**Burglary in Progress Unoccupied** – BURGX – (No alert tone)

**Car Jacking** – CARJAC – Alert 3

**Clubbing** – CLUB – Alert 3

**Barricaded Subject** – CODE 25 – Alert 3

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**Cutting or Stabbing** – CUT – Alert 3

**Found Device or Explosive** – DEVICE – Alert 3

**Firefighter, Paramedic, or Officer in Trouble** – FIT, PIT or OIT – Alert 2 – Initial response of three patrol units and a field supervisor. This includes Animal Control Officers if on Duty.

**Hold-up Alarm on a Business** – HU

**Robbery in Progress** – ROBIP – Alert 3

**Shooting** – SHOOT – Alert 3

**Submersion** – PSUB – Alert 3 (no emergency traffic assigned)

**V. Prioritization**

Priority E calls will be dispatched within one (1) minute of call entry. If the dispatcher is unable to assign a field unit to a Priority E call within one (1) minute of entry, the reason for the delay in dispatch will be documented in the notes of the call. There are times when the dispatcher must prioritize calls and several factors must be considered when applying judgment. The threat or danger to life and health must take priority over the threat of danger to property.

**VI. Wichita Police Department Officer Availability**

Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. Only as a last resort should any Bureau staffing be fully depleted to send officers to other Bureaus. The Senior Watch Commander, or senior shift Sergeant when no watch commander is on-duty, has discretion to manage police resources in cooperation with dispatchers.

If no patrol officers are available within the Bureau where the incident has occurred, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

- a) Broadcast on the appropriate channel, "Any officer that can be 10-8," followed by the call classification and location
- b) Call backs from Priority 2, 3 or 4 calls where contact has not been made (within Bureau)
- c) Call back from lunch/602 (within Bureau)
- d) Community Policing/ Patrol CRT Officers (within Bureau)
- e) Other patrol officers (outside of Bureau)
- f) Call backs from Priority 2, 3, or 4 calls where contact has not been made (outside of Bureau)

- g) Calls back from lunch/602 (outside of Bureau)
- h) Community Policing/Patrol CRT Officers (outside of Bureau)
- i) Centralized Traffic Officers
- j) Assign Sergeants (within Bureau, if Watch Commander is on-duty)
- k) Investigations CRT
- l) Assign Detectives
- m) Assign Sheriff Deputies
- n) Assign Watch Commander (inside Bureau, if the Bureau Commander is on-air)

**VII. Sedgwick County Sheriff's Office Deputy Availability**

Dispatchers shall make an effort to assign calls to the deputy whose beat encompasses the area in which the call occurred. If this is not possible, deputies may be assigned to make calls anywhere in the county. If no patrol deputies are available, the dispatcher will utilize the following contingency steps to locate deputies to respond to the call:

- a) Broadcast on the appropriate channel, "Any deputy that can be 10-8," followed by the call classification and location
- b) Contact field supervisor for confirmation to free a deputy from an assignment
- c) Call backs from priority 2 or 3 calls
- d) Call backs from lunch
- e) Assign field supervisors (Sergeants or Lieutenants)
- f) Assign Warrant or Civil Deputies
- g) Assign Detectives
- h) Contact the nearest outside agencies for assistance

**Priority 1 Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with dispatch procedures for Priority 1 Calls.

**II. Definition**

Priority 1 calls are urgent calls. These are calls where a serious crime has just occurred or is imminent, bodily injury has just occurred or is imminent, or another agency requires immediate police assistance. Call taker should take great care to obtain all information possible from a caller. Especially important is any information concerning weapons, descriptions of suspects and vehicles, and any hazards. Speed is essential but obtaining all possible information is vitally important on these priority calls.

**III. Radio Protocol**

The dispatcher will assign at least two patrol units and in some cases a field supervisor to respond to the scene at the onset of the call. If necessary, additional patrol units will be dispatched to the area of the call. The call may or may not be aired on all law enforcement talk-groups, as appropriate. All Priority 1 calls, with the exception of hold-up alarms at residences that occur in the county, are dispatched without any alert tones. The officer on scene will provide the dispatcher with additional suspect information when available and may request that the dispatcher rebroadcast that information on all law enforcement talk-groups. Units will **not** receive emergency *radio* traffic upon arrival to the call unless otherwise specified in the following list of calls. If an officer asks for emergency traffic then it should be assigned by the dispatcher. If the dispatcher is unsure if emergency traffic is needed then the dispatcher should ask an officer on scene if emergency traffic is needed.

**IV. Priority 1 Calls**

**Sexual Assault or Attempted Sexual Assault that has Just Occurred** – 02JO – The dispatcher is never to say the term “rape” over the radio; it will always be referred to as an “02”. This call is dispatched on all law enforcement talk-groups.

**Non-Injury Accident Involving Hazardous Materials** – 47HZ – Initial response of one patrol unit.

**Injury Accident** – 48

**Injury Accident Hit and Run** – 48HR

**Injury Accident with Somebody Trapped** – 48T

**Injury Accident Involving Hazardous Materials** – 48HZ

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**Escape Just Occurred – 99JO** – This call is dispatched on all law enforcement talk-groups.

**Abduction of Kidnapping – ABDUCT** – This call is dispatched on all law enforcement talk-groups. **(Emergency traffic assigned)**

**Animal Bite – ANBITE** – Initial response of one patrol unit

**Assist a Law Enforcement Agency – ASSIST** – Initial response of one patrol unit

**Assist EMS Personnel – ASSTE** – Initial response of one patrol unit

**Assist Fire Personnel – ASSTF** – Initial response of one patrol unit

**Simple Assault Requiring Medical Attention – ASLT (Emergency traffic assigned)**

**Auto Theft in Progress – ATIP** – This call is dispatched on all law enforcement talk-groups. **(Emergency traffic assigned)**

**Auto Theft that has Just Occurred – ATJO** – This call is dispatched on all law enforcement talk-groups.

**Burglary that has Just Occurred – BURGJO** – This call is dispatched on all law enforcement talk-groups.

**Person with Fire or Chemical Burns – BURNS** – Initial response of one patrol unit.

**Bomb Threat with No Device Located – CODE26** – This call is dispatched on all law enforcement talk-groups.

**Building Collapse – COLA1** (Initial response of one patrol unit) – COLA2 & COLA3

**Obvious Death – DEATH** – Initial response of one patrol unit and a field supervisor.

**Disturbance with Weapons – DISTWP (Emergency traffic assigned)** If shots have been fired dispatch the call on all law enforcement talk groups.

**Drive by Shooting without Injuries – DRIVBY** – This call is dispatched on all law enforcement talk-groups. **(Emergency traffic assigned)**

**Drowning in a Bathtub or Pool – DROWN** – Initial response of one patrol unit and a field supervisor.

**Domestic Violence Alarm – DVA**

**Domestic Violence Disturbance with Weapons – DVWP (Emergency traffic assigned)** If shots have been fired dispatch the call on all law enforcement talk groups.

**Reported Explosion – EXPLOS** – Initial response of one patrol unit.

**Forgery in Progress – FORGIP** – This call is dispatched on all law enforcement talk-groups. **(Emergency traffic assigned)**

**Hold-up Alarm at a Residence – HURES – (Emergency traffic assigned)**

**Highway Robbery – HWYROB** – This call is dispatched on all law enforcement talk-groups. **(Emergency traffic assigned)**

**Chemical or Radioactive Spill – HZ2 or HZ3** – Initial response of one patrol unit.

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**Airport Emergency at Mid-Continent Airport** – A2CA/A3CA/A3GAA – This call is dispatched to both the WPD West Bureau and the Sheriff's Office. The PD-West dispatcher will send patrol officers to the airport while the Sheriff dispatcher will dispatch deputies to block traffic at the intersections of K42 and Tyler and K42 and Ridge.

**Industrial Accident** – INDACC – Initial response of one patrol unit.

**Person about to jump from a high place** – JUMPER **(Emergency traffic assigned)**

**Larceny in Progress** – LARCIP **(Emergency traffic assigned)**

**Methamphetamine Labs or Odors of Methamphetamine Production** – METH or METHSM

**Psychiatric Patient** – PSYCH

**Plane Crash** – PLANE – If the call is occurring at or near Jabara airport, one unit will be assigned to assist with traffic control at Jabara Airport (3200 N. Webb Rd.) and a second unit will be assigned to assist with traffic control at Midwest Corporate Aviation (3500 N. Webb Rd.)

**Purse Snatch** – PURSE- This call is dispatched on all law enforcement talk –groups.  
**(Emergency traffic assigned)**

**Residential Robbery** – RESROB – This call is dispatched on all law enforcement talk-groups.  
**(Emergency traffic assigned)**

**Strong Armed Robbery** – SAR – This call is dispatched on all law enforcement talk-groups.  
**(Emergency traffic assigned)**

**Silent Entry Alarms** – SE **(Emergency traffic assigned)**

**Suspicious Character with a Weapon** – SCWP – **(Emergency traffic assigned)** If shots have been fired then this call needs to be dispatched on all law enforcement talk-groups.

**Person Electrocuted** – ELECT

**Suicidal Person** – SIG4 **(Emergency traffic assigned)**

**Attempted Suicide** – SUICID **(Emergency traffic assigned)**

**Vandalism in Progress** – VANDIP **(Emergency traffic assigned)**

**Vehicle on Fire** – VEH – The Wichita Police Department will not respond to a vehicle on fire unless the vehicle is in motion or unless specifically requested by the Wichita Fire Department. The Sedgwick County Sheriff's Office will respond to any vehicle on fire on a public roadway.

**Walk-in Aggravated Assault Victim to a Medical Facility** – WALKIN – This call is dispatched on all law enforcement talk-groups. The dispatcher will send patrol units to the medical facility to make contact with the victim and, if applicable, patrol units will be dispatched to the area where the assault occurred in an attempt to locate the scene.

**Wrong Way Driver** – WRONG - reports of vehicles actively driving the wrong way on a roadway, thoroughfare, highway, etc., that poses an immediate risk of injury to themselves or others on the roadway. This is to be broadcast, including information on the location, vehicle, and direction of travel, all channels for law enforcement, fire, and EMS personnel to be made aware of.

**V. Prioritization**

Priority 1 calls will be dispatched within three (3) minutes of call entry. If the dispatcher is unable to assign a field unit to a Priority 1 call within three (3) minutes of entry, the reason for the delay in dispatch will be documented in the notes of the call. There are times when the dispatcher must prioritize calls and several factors must be considered when applying judgment. The threat or danger to life and health must take priority over the threat of danger to property.

**VI. Wichita Police Department Officer Availability**

Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. Only as a last resort should any Bureau Staffing be fully depleted to send officers to other Bureaus. The Senior Watch Commander, or senior shift Sergeant when no watch commander is on-duty, has discretion to manage police resources in cooperation with dispatchers.

If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

- a) Broadcast on the appropriate channel, "Any officer that can be 10-8," followed by the call classification and location
- b) Call backs from Priority 2, 3 or 4 calls where contact has not been made (within Bureau)
- c) Call back from lunch/602 (within Bureau)
- d) Community Policing/ Patrol CRT Officers (within Bureau)
- e) Other patrol officers (outside of Bureau)
- f) Call backs from Priority 2, 3, or 4 calls where contact has not been made (outside of Bureau)
- g) Calls back from lunch/602 (outside of Bureau)
- h) Centralized Traffic Officers
- i) Community Policing/ Patrol CRT Officers (outside of Bureau)
- j) Investigations CRT

**VII. Sedgwick County Sheriff's Office Deputy Availability**

Dispatchers shall make an effort to assign calls to the deputy whose beat encompasses the area in which the call occurred. If this is not possible, deputies may be assigned to make calls anywhere in the county. If no patrol deputies are available, the dispatcher will utilize the following contingency steps to locate deputies to respond to the call:

- a) Broadcast on the appropriate channel, "Any deputy that can be 10-8," followed by the call classification and location
- b) Contact field supervisor for confirmation to free a deputy from an assignment
- c) Call backs from priority 2 or 3 calls
- d) Call backs from lunch
- e) Assign field supervisors (Sergeants or Lieutenants)
- f) Assign Warrant or Civil Deputies
- g) Assign Detectives
- h) Contact the nearest outside agencies for assistance

**Priority 2 Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with dispatch procedures for Priority 2 calls.

**II. Definition**

Priority 2 calls are those calls requiring prompt dispatch. These are calls where a crime has occurred of a non-life threatening nature and immediate response is not necessary to arrest the offender. They also include calls that indicate a potential, but not certain probability, of a more serious situation than indicated.

**III. Radio Protocol**

The dispatcher will assign one or two officers, depending on call type; a supervisor may also be required. If necessary, additional patrol units will be dispatched to the area of the call.

**IV. Priority 2 Calls**

**Rape Report – 02RT** – The dispatcher is never to say the term “rape” over the radio; it will always be referred to as an “02”. Initial dispatch will include one patrol unit and a field supervisor.

**Unknown Accident or Unknown Accident Hit and Run – 104 or 104HR**

**Check for or Pick up a Person with a Warrant – 32PER**

**Check for a Moving Drunk Driver – 46**

**Child Abuse Report – ABUSE**

**Adult Shoplifter in Custody – ADLTSL**

**Aggravated Assault Report – AGGRT**

**Animal Injured or Loose – ANIMAL**

**Burglary Report – BURGRT**

**Check a Business – CKBUSN**

**Check Shots – CKSHOT**

**Check a Residence – CKRES**

**Check a Storm Cloud – CLOUD**

**Disturbance Alarm – DA**

**Disturbance – DIST - (Emergency traffic assigned if on the sheriff patrol channel when suspect is still on scene)**

**Domestic Violence Disturbance – DV - (Emergency traffic assigned if on the sheriff patrol channel when suspect is still on scene)**  
**Check a Drunk in a Parked Vehicle – DUI**  
**Forgery Just Occurred – FORGJO**  
**Found Adult or Juvenile – FOUNDA or FOUNDJ**  
**Audible Burglary Alarm – GENALM**  
**9-1-1 Hang up from a Hard Line – HANGUP**  
**Unknown White Powdery Substance – HZ6**  
**Indecent Exposure – INDEXP**  
**Indecent Liberties Report – INDLIB**  
**Juvenile Shoplifter in Custody – JUVSL**  
**Larceny Just Occurred – LARCJO**  
**Lost Adult or Lost Juvenile – LOSTA or LOSTJ**  
**Check a Man Down – MANDWN**  
**Intentional Overdose – OD**  
**Standby to Prevent a Disturbance – PRVDIS**  
**Sign Down – SIGN**  
**Suspicious Character – SC**  
**Larceny, Till Tap – TILL**  
**Truant – TRUANT**  
**Unknown Call for EMS or Police – UNKE or UNKP**  
**Vicious Dog – VICDOG**  
**Vandalism Just Occurred – VANDJO**  
**Check a Person’s Welfare – WELFAR**  
**Prisoner Escort – XPORT**  
**Weapons Violation - WEAPON**

**V. Prioritization**

Priority 2 calls will be dispatched within seven (7) minutes of entry. If the dispatcher is unable to assign a field unit to a Priority 2 call within seven (7) minutes of entry, the reason for the delay in dispatch will be documented in the notes of the call. There are times when the dispatcher must prioritize calls and several factors must be considered when applying judgment. The threat or danger to life and health must take priority over the threat of danger to property.

**VI. Wichita Police Department Officer Availability**

Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, officers may be assigned to make calls anywhere in the City of Wichita. Only as a last resort should any Bureau Staffing be fully depleted to send officers to other Bureaus. The Senior Watch Commander, or senior shift Sergeant when no watch commander is on-duty, has discretion to manage police resources in cooperation with dispatchers.

If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

- a) Broadcast on the appropriate channel, "Any officer that can be 10-8," followed by the call classification and location
- b) Call backs from Priority 3 or 4 calls where contact has not been made (within Bureau)
- c) Call back from lunch/602 (within Bureau)
- d) Community Policing/CRT officers (within Bureau)
- e) Other patrol officers (outside of Bureau)

**VII. Sedgwick County Sheriff's Office Deputy Availability**

Dispatchers shall make an effort to assign calls to the deputy whose beat encompasses the area in which the call occurred. If this is not possible, deputies may be assigned to make calls anywhere in the county. If no patrol deputies are available, the dispatcher will utilize the following contingency steps to locate deputies to respond to the call:

- a) Broadcast on the appropriate channel, "Any deputy that can be 10-8," followed by the call classification and location
- b) Contact field supervisor for confirmation to free a deputy from an assignment
- c) Call backs from priority 3 calls
- d) Call backs from lunch

**Priority 3 Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with dispatch procedures for Priority 3 calls.

**II. Definition**

Priority 3 calls are non-emergency, nuisance, or report calls that do not require an immediate response. Priority 3 calls include assist a citizen type situations when an officer responds to talk to a citizen or assist them in a small matter that is not necessarily a police matter. The call taker must use careful judgment in interpreting these requests to ensure that it does not require a higher priority response. If there is any question as to whether or not to dispatch the call, transfer the caller to the appropriate substation and stay on the line until the officer makes a determination or consult with a field supervisor.

**III. Radio Protocol**

The dispatcher will assign at least one patrol officer at the onset of the call if the citizen wants contacted by police. If there is no complainant to contact some calls may be broadcasted to the officers and closed.

**IV. Priority 3 Calls**

**Auto Theft Recovery – 32VEH**

**Non-Injury Accident or Non-Injury Accident Hit and Run – 47 or 47HR**

**Injury Accident Report – 48RT**

**Escape Custody Report – 99RT**

**Assault Report with Visible Injuries – ASLTRT**

**Attempt to Contact – ATC**

**Car Alarm – CARALM**

**Check Lights when Malfunctioning – CKLITE**

**Check for a Runaway – CKRA**

**Clear a Parking Lot – CLRLOT**

**Disorderly Conduct Report – DISCRT**

**Domestic Violence Report – DVRT**

**Fireworks Complaint with or without a Complainant – FCC or FCCNO**

**Found Property – FOUNDP**

**Forgery Report – FORGRT**

**Larceny of a Firearm from a Vehicle - LARCGN**

**Person Locked in a Vehicle – LOCKED**

**Miscellaneous Report or Miscellaneous Service – MISCRT**

**Parking Violation – PRKVIO**

**Party Complaint – PARTY**

**Issuing a PFA/PFS – PFA**

**Robbery Report – ROBR**

**Traffic Related Incidents – TRAFIC**

**Trash Report – TRSHRT – WPD** no longer responds to trash reports unless they are in progress and should be classified as a suspicious character (SC) call. Refer citizens to the MABCD Neighborhood Inspection number, 660-9220, for any reports of illegal dumping on public or private property.

**Violation of Road and Driving Laws – VRDL**

**V. Prioritization**

Priority 3 calls will be dispatched within twenty (20) minutes of entry. If the dispatcher is unable to assign a field unit to a Priority 3 call within twenty (20) minutes of entry, the reason for the delay in dispatch will be documented in the notes of the call. There are times when the dispatcher must prioritize calls and several factors must be considered when applying judgment. The threat or danger to life and health must take priority over the threat of danger to property.

**VI. Wichita Police Department Officer Availability**

Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, send an available officer from elsewhere in the bureau.

If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

- a) Broadcast on the appropriate channel, “Any officer that can be 10-8,” followed by the call classification and location.
- b) Notify a supervisor via radio of the call holding. The supervisor will attempt to provide a disposition for how to handle the call (i.e. transfer to station clerk, hold for first available, etc.). The disposition and supervisor providing it will be documented in the call.

**VII. Sedgwick County Sheriff’s Office Deputy Availability**

Dispatchers shall make an effort to assign calls to the deputy whose beat encompasses the area in which the call occurred. If this is not possible, deputies may be assigned to make calls anywhere in the county. If no patrol deputies are available, the dispatcher will utilize the following contingency steps to locate deputies to respond to the call:

- a) Broadcast on the appropriate channel, “Any deputy that can be 10-8,” followed by the call classification and location
- b) Contact field supervisor for confirmation to free a deputy from an assignment
- c) Call backs from lunch

**Case Desk Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with criteria and procedures for processing case desk calls.

**II. Case Desk Calls - WPD**

Case desk calls include but are not limited to:

**Simple assault report with no visible injuries** – ASLTRT – Does not include calls from medical facilities.

**Auto Theft Report** – ATRT

**Disturbance Report** – DISTRT

**Embezzlement Report** – EMBEZ

**Fraud Report** – FRAUD

**Larceny of Gasoline** – GRO

**Larceny Report** – LARCRT

**Lost Property** – LOSTP

**Runaway Report** – RART – Only Runaways from the Wichita Children’s Home, foster home or group home over the age of 14. If the child is 14 years old or older case desk can make the call. If the child is under 14 years old an officer will need to respond.

**Suspicious Character Gone Report** – SCRT

**Vandalism Report** – VANDRT

**Violation of Road and Driving Laws** -- VRDL – These calls will be entered and broadcasted to officers in the area and transferred to case desk for a report if necessary. If someone is insistent on following, this would equate a demand for an officer response.

**III. Case Desk Calls – Sheriff**

**Lost Property** – LOSTP – The only calls the Sheriff’s case desk can take are reports of lost or stolen vehicle tags. All other reports of lost property will require a deputy to respond.

**IV. Procedure for WPD Case Desk Calls**

Prior to transferring a citizen to the Case Desk, the call taker is required to conduct adequate questioning to ensure that Case Desk will be able to assist the citizen in filing their report. Questions include but are not limited to:

- Is there a crime that is in progress or just occurred that a physical police presence would provide protection to the citizen or apprehend a suspect?
- Would an officer presence prevent a crime from occurring?
- Did the incident occur in the City of Wichita?

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- Does the report involve people who fall under the definition of domestic partners?
- Is the suspect still in close proximity to the caller?
- Is there any evidence on scene that an officer needs to collect?
- Is there a confirmed suspect that would provide solvability to a case?

The call taker will inform the caller that they are being transferred to the Case Desk who will take their report over the telephone. The call taker is then to stay on the line with the caller and either announces the call to case desk when they answer or if the caller receives a hold recording the call taker is to explain to the caller that if they wait on the line somebody will be with them as soon as possible. An advised call will be entered into CAD at the call location. If a citizen demands an officer response, a call will be entered into CAD for an officer to be dispatched.

**V. Prioritization**

Priority 4 calls will be dispatched within twenty (20) minutes of entry. If the dispatcher is unable to assign a field unit to a Priority 4 call within twenty (20) minutes of entry, the reason for the delay in dispatch will be documented in the notes of the call. There are times when the dispatcher must prioritize calls and several factors must be considered when applying judgment. The threat or danger to life and health must take priority over the threat or danger to property.

**VI. Wichita Police Department Officer Availability**

Dispatchers shall make an effort to assign calls to the officer whose beat encompasses the area in which the call occurred. If this is not possible, send an available officer from elsewhere in the bureau. If no patrol officers are available within the Bureau, the dispatcher will utilize the following contingency steps to locate officers to respond to the call:

Broadcast on the appropriate channel, "Any officer that can be 10-8," followed by the call classification and location.

**VII. Sedgwick County Sheriff's Office Deputy Availability**

Dispatchers shall make an effort to assign calls to the deputy whose beat encompasses the area in which the call occurred. If this is not possible, deputies may be assigned to make calls anywhere in the county. If no patrol deputies are available, the dispatcher will utilize the following contingency steps to locate deputies to respond to the call:

- a) Broadcast on the appropriate channel, "Any deputy that can be 10-8," followed by the call classification and location
- b) Contact field supervisor for confirmation to free a deputy from an assignment
- c) Call backs from lunch

Sedgwick County Emergency Communications  
Standard Operating Guideline  
**Wichita Police Department Badge on the Floor**

Revised: May 2014  
LE Dispatch Policy 6.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with criteria and procedures for transferring calls to the Badge on the Floor. Calls that are not handled by the WPD Case desk but do not require an officer response should be transferred to the appropriate Badge on the Floor whenever possible. The Badge on the Floor will take general information requests and will handle any situation where legal advice is being requested. Emergency Communications never provides legal advice to citizens.

**II. Badge on the Floor Calls**

Calls that should be transferred to the Badge on the Floor include but are not limited to:

**ABNVEH** – Abandoned vehicles on private property are to be transferred to the appropriate station so that the Badge can help the caller identify if the vehicle is one that can be towed by the citizen or one that is determined to be a nuisance that the Health Department will assist with. If an officer response is necessary and the call is in the core, downtown area, from 0900-1700 Monday through Friday an Ambassador unit will respond to the call.

**DISCRT** – Disorderly conduct reports when the caller only wants contacted by phone. After transferring the caller to a Badge to make this report, dispatch officers to the location to handle the situation.

**RART** – If a child is 14 years of age or older, the citizen can make a report at a substation if the runaway is from a private residence or legal guardian. When substations are closed, reports will be made by an officer in person. If the child is under the age of 14 years old an officer will respond.

**47RT** – Non-injury accident report. The accident occurred sometime earlier with no evidence to collect and the suspect is no longer on scene.

**III. Procedure**

The call taker will inform the caller that they are being transferred to the station to talk to an officer who will be able to provide them with assistance. The call taker is then to stay on the line with the caller and announce the call to the Badge. If the call taker is unsure if an officer response is necessary, they should transfer the caller to the Badge and stay on the line until a determination will be made. A call will be entered into CAD at the call location, either an advised call if the call is transferred or a call to dispatch if the Badge advises that an officer response is necessary.

**IV. After Hours Procedures**

The station Badge on the Floor is available during lobby hours which are 0800-1700 Monday through Friday. After lobby hours, a dispatcher can consult with a field supervisor to see if a response is necessary on a call when the dispatcher is unsure. If the caller is requesting information or requesting to talk to an officer and an immediate response is not necessary, the caller can be transferred to the substation to leave a message for an officer to respond to the next day. If the caller is requesting information and an immediate response is necessary, a message is to be entered for a field supervisor to call the citizen back.

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with information regarding the types of field personnel currently being utilized by the Wichita Police Department, and to provide Emergency Communications Personnel with information regarding the ranking structure and shift structure of the Wichita Police Department.

**II. Wichita Police Department Rank Structure**

The commissioned rank structure of the Wichita Police Department is as follows:

- Chief of Police
- Deputy Chief
- Captain
- Lieutenant
- Sergeant
- Detective
- Police Officer

**III. Wichita Police Department Specialized Personnel and Units**

**Commissioned Units:**

**Beat Officers** – A commissioned officer that is assigned to a particular beat for the duration of the shift. Beat officers work four ten-hour shifts each week.

Wichita Police Department Patrol Shifts are as follows:

1 <sup>st</sup> Watch	0700-1700 hours	A-10 series	Ex: 11A, 21A, 31A, 41A
2 <sup>nd</sup> Watch	1100-2100 hours	B-100 series	Ex: 111B, 121B, 131B, 141B
3 <sup>rd</sup> Watch	1700-0300 hours	B-10 series	Ex: 11B, 21B, 31B, 41B
4 <sup>th</sup> Watch	2100-0700 hours	C-100 series	Ex: 111C, 121C, 131C, 141C

**Centralized Motor Unit** – The Motor Unit will be officers on motorcycles and in patrol vehicles and will operate off of West Side. The Motor Unit will focus on traffic enforcement and accidents. The motor unit would like to be notified of any RD, BL, or BK accidents when there is no traffic unit on scene. The Motor Unit will work off of the West channel and will use the following unit numbers: Lieutenant – 401; Sergeants – 410, 420, and 430; officers – 409-431

**Community Policing Officers (CP)** – Also known as beat coordinators, a community police officer is assigned to each response zone and coordinates all community activities. They also help plan strategies for solving crimes in the area. The community policing officer is responsible for collecting crime analysis and staffing information and meeting with the patrol officers,

neighborhood association community groups, and others in order to coordinate police services that are tailored to the unique needs of the beat.

**Broadway Corridor Units** – These officers will primarily work on bikes or on foot in the area between Pawnee and 21<sup>st</sup> St N and from Water to St Francis (about three blocks east and west of Broadway). The unit is concentrated to this area which residents have complained about problems with drugs and vice issues. The officers will have three zones, and they are as follows: Zone One – Pawnee to Indianapolis and Water to St Francis; Zone Two – Indianapolis to Murdock and Water to St Francis; Zone Three – Murdock to 21<sup>st</sup> and three blocks east and west of Broadway. Units will be Sergeant-350 and officers 351-356 and will operate on the channel in which their zone is located.

**Community Response Team (CRT)** – Formally referred to as the Special Community Action Team (SCAT), A Community Response Team is assigned to each patrol Bureau. The personnel of this unit target street level gang and drug issues. They normally work from 1700-0300 on self-initiated investigations, or as directed by supervision.

**Homeless Outreach Team (HOT)** – These officers work in partnership with homeless service providers and businesses to refer homeless to their resources or programs. The team is responsible for responding to all 911 calls regarding homeless individuals or calls for service. The team focuses on trying to keep homeless out of jail if possible and divert them to services or shelters. Units are 3321-3323 and will operate on the South dispatch channel.

**School Resource Officer (SRO)** – These officers work to increase student's awareness of their rights as citizens and their responsibilities under the law. The School Resource Officer program fosters the department's community policing initiative, building positive relationships between young people and law enforcement.

**Supervisors** – The supervisors within each bureau are Sergeants, Lieutenants, and a Captain. There are a number of Sergeants assigned to beat officers, one Sergeant assigned to the SROs, one Sergeant assigned to CP officers, and one Sergeant assigned to CRT. There are four Lieutenants assigned to each bureau covering each of the four shifts. One captain is assigned to each bureau.

**Detectives** – The Wichita Police Department's Investigations Division is comprised of four Bureaus; the Property Crimes Bureau, the Crimes Against Persons Bureau, the Special Investigations Bureau, and the Technical Services Bureau, which includes the Crime Lab Investigators (CSI). Personnel in these bureaus are responsible for the follow-up investigations of criminal cases. They work closely with victims, witnesses, citizens, and other law enforcement agencies to solve problems and crimes.

**Exploited and Missing Child Unit (EMCU)/Kansas Internet Crimes Against Children Task Force (ICAC)** – The Wichita – Sedgwick County Exploited and Missing Child Unit is a joint program comprised of social workers from the Kansas Department of Children and Families and Investigators from the Sedgwick County Sheriff's Office and the Wichita Police Department. EMCU investigates child sexual abuse, missing and abducted children, identifies offenders and presents evidence for the prosecution of violators with the least amount of trauma to the child victims. EMCU personnel, serving as the Kansas Internet Crimes Against Children Task Force lead agency, are responsible for the investigation of Internet crimes against children, and coordinating investigations with and providing training for other municipal, county, state, and tribal agencies in Kansas.

**Canine Handler** - The canine handlers are under CRT and will work off of the South channel. The team is made up of a Sergeant – 290D and four officers – 294D, 295D, 296D, and 297D.

**Divert Team** – These officers will conduct warrant checks throughout the city of Wichita. They will operate on the South Dispatch channel and have the unit numbers; 380-Sergeant, 381-386.

**Gang Unit** – The purpose of the Gang Unit is to identify individuals who are gang members in the Wichita/Sedgwick County area. The objective of this unit is to reduce violent crime and provide maximum safety to the community and law enforcement officers.

A Criminal Street Gang Member is a person who

1. Admits to criminal street gang membership;
2. Meets three(3) or more of the following criteria:
  - a. Is identified as a criminal street gang member by a parent or guardian;
  - b. Is identified as a criminal street gang member by a state, county or city law enforcement officer or correctional officer or documented reliable informant;
  - c. Is identified as a criminal street gang member by an informant of previously untested reliability and such identification is corroborated by independent information;
  - d. Frequents a particular criminal street gang's area;
  - e. Adopts such gang's style of dress, color, use of hand signs or tattoos;
  - f. Associates with known criminal street gang members;
  - g. Has been arrested more than once in the company of identified criminal street gang members for offenses which are consistent with usual criminal street gang activity;
  - h. Is identified as a criminal street gang member by physical evidence including, but not limited to, photographs or other documentation;
  - i. Has been stopped in the company of known criminal street gang members two or more times;

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- j. Has participated in or undergone activities self-identified or identified by a reliable informant as a criminal street gang initiation ritual.

A Criminal Street Gang Associate is a person who

1. Admits to criminal street gang association;
2. Meets two (2) or more defining criteria for criminal street gang membership.

**Juvenile Intervention Unit (JIU)** – The focus of this specialized team is to proactively address youth involved in gangs and illegal behavior. This unit is made up of a Sergeant, two detectives, and two juvenile intervention officers. This team will be the 360 series – 360 reserved for the Sergeant, 361-364 have been created for the detectives/officers.

**Special Weapons and Tactics Team (SWAT)** – SWAT is under the command of the Training Bureau. The team is staffed with one-unit commander (Lieutenant), supervisors, team members, medical personnel, and negotiators. The team may be activated for any hostage, barricaded suspect, or sniper situation, or any other incident requiring a controlled response to a dangerous set of circumstances. Unit numbers assigned for SWAT are 900, 930-959, and SWAT Medics which are staffed by members of the Wichita Fire Department are 960-969, and Negotiators are 970-977.

**Explosive Ordnance Team (EOD)** - The Explosive Ordnance Disposal Team is assigned to the Special Investigations Bureau. They respond to any incident that requires handling or securing of explosives, suspected devices, or weapons of mass destruction. In addition the unit handles all post blast investigations, conducts bomb threat awareness programs for corporations, and other police departments. EOD handles clandestine (meth) lab investigation and disposal. Unit numbers for EOD will be 500-512.

**Integrated Analysis Technology Unit** – This unit combines crime analysts, intelligence gathering and technology into a single team. Their primary responsibility will be homicide scenes and surveillance. Unit numbers are D2230 – D2237.

**Mounted Unit** - The Mounted Unit is an auxiliary unit composed of commissioned members of the Police Department. The Mounted Unit is activated by special order to support the activities of other departmental units during major community events or police operations to provide crowd control in areas where other patrol techniques are less effective and during search and rescue operations covering large geographical areas. Unit numbers for the Mounted Unit will be 520-535.

**Reserve Officers** – The Reserve Unit is a section of the Training Bureau. Reserve Police Officers are commissioned law enforcement officers who are not paid, but are required to volunteer a minimum of twenty hours per month. Reserve Unit officers provide support to the Field, Investigations and Support Division as directed by the Training Bureau Commander.

**City Hall Security** - The Wichita Police Department is responsible for providing security service to City Hall at all times, and the Central Public Library during business hours.

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The section is comprised of armed and unarmed personnel who provide protection to the facility by screening persons and property entering the facility and by patrolling the immediate grounds. The section is responsible for monitoring electronic security systems for the main facility (City Hall), and certain remote City owned facilities and venues. Security personnel provide direction to citizens seeking assistance, and provide armed response to calls for police services at City Hall, or anywhere security personnel are assigned.

When Emergency Communications receives an alarm from, or is notified of a disturbance at any location within City Hall, Security Officers shall immediately be dispatched to the location of the alarm or disturbance to assess the situation. If additional assistance is needed, detectives will be requested and dispatched.

The section properly documents incidents that occur on the campus of City Hall or anywhere security personnel are assigned. Security personnel will prepare Police Department incident reports for cases occurring at locations where security personnel are officially on duty. All other locations will be handled by the applicable patrol bureau, 911, or by phone with the department's Case Desk.

**Non-Commissioned Units:**

**Ambassador Units** – Noncommissioned personnel assigned to check meter violations, abandoned vehicles and parking complaints in the core area of downtown Wichita. The Ambassadors cannot make any calls that require towing a vehicle, nor will they provide traffic control for accidents or failing traffic control devices. The core area consists of Central to Kellogg and Hydraulic to Mclean. Ambassador Units operate on the WPD West channel from 0900 to 1700, Monday through Friday, and will be under the Centralized Motors Unit.

**Breath Alcohol Test Van (BAT Van)** - Civilian Service Officers operate Bat Vans. They process suspected intoxicated drivers for patrol officers. If no BAT Van is available for DUI investigations, the arresting officer will transport the subject to the Adult Detention Facility or Juvenile Intake Assessment Center and the dispatcher will attempt to locate a certified intoxilyzer operator to meet them.

In incidents with multiple arrests or combative prisoners, vans can transport persons to jail. If an officer requests a BAT Van for a combative prisoner, this request takes priority over an intoxilyzer request. BAT Van operators are issued uniforms but do not carry firearms.

**Case Desk** – A civilian section of the Records Bureau. Case Desk Clerks input KSOR and KSAR data from police officers and specific types of reports from citizens. Case Desk Clerks takes reports directly over the phone. The benefits of telephone services to the citizens are:

- a) Convenience
- b) Reduced wait
- c) Immediate entry into the records management system
- d) Leaves beat officer available for high priority calls

**Chaplains (706)** – Volunteer members of the clergy who agree to serve at least two (2) twenty-four-hour shifts each month. Officers request Chaplains through Emergency Communications and are tracked on the WPD North Console. They are responsible for delivering death notifications; assisting those who have attempted suicide; assisting with mental cases; responding to serious accidents to comfort the injured and/or relatives; assisting victims, parents or relatives during searches for lost children or disastrous incidents; assisting in family disturbances; counseling prisoners; and any other incidents in which his/her services have been requested. They do not carry a weapon nor are they issued WPD uniforms. An officer assists the Chaplain on all calls unless stated otherwise.

**Community Service Officers (CSO)** – Noncommissioned officers but will be treated as commissioned officers if they go out in trouble. One thing to keep in mind, though, is all that they are armed with is a Taser. They do have MCTs and should log on via MCT every day they work. Day shift works 0700-1700, Night shift works 1700-0300. If the CSO assigned to a bureau is already assigned to a call, it will not be necessary to ask for another bureau's CSO to make a call unless requested by a supervisor - the call will be assigned to a patrol officer.

They are responsible for the following duties, in this order of prioritization:

- a) Respond to injury and non-injury accidents;
- b) Assist with DUI investigations by running intoxilyzer tests and assisting with DUI related paperwork;
- c) Respond to miscellaneous calls for service including found property cases, miscellaneous neighborhood complaint reports, minor larceny or similar reports where there is no suspect on scene, assist with taking fingerprints on scenes where a lab isn't used;
- d) Transport both combative and non-combative prisoners;
- e) Assist with traffic control;
- f) Enforce parking violations;
- g) Respond to and investigate abandoned vehicle complaints;
- h) Respond to stranded motorist calls;
- i) Pick up and submit evidence when no commissioned officers are available;
- j) Respond to minor animal control complaints for report purposes;
- k) Assist with special community projects.

**Crime Scene Investigators (Labs)** – The Crime Scene Investigators are responsible for investigating crimes such as homicides, suicides, dead bodies, robberies, rapes, drive-by shootings, assaults, burglaries, auto thefts and any other crime necessitating a specialized skill. Other responsibilities may include attending autopsies. The lab investigators wear issued uniforms but do not carry weapons. An officer assists the investigator on all calls except picking up O2 kits unless stated otherwise. Labs operate on WPD North and will consist of units; 1<sup>st</sup> Shift L11-L13, 2<sup>nd</sup> shift L21-L24, and 3<sup>rd</sup> shift L31-L34.

**Community Support Specialists** – These positions will have a targeted age group of 0-6 years of age, but will assist with calls involving juveniles of any age. The main focus of the CSS units are to prevent DCF involvement and to keep children in the home as long as it is safe to do so. If a call comes in and DCF is already involved (they're calling us to take children into PPC) the CSS units will not get involved. If it's evident that a child is involved and there may be potential for DCF to get involved (DV/DIST with a child caller or a child present, WELFAR with a small child outside with no adults, etc.), please get with an officer at the scene and get a phone number for the CSS to call. At this time 471 and 472 will operate between the hours of 0830-1730 Monday through Friday. S99 has requested to be called anytime for calls in the county or small towns.

**Special Police Information and Data Entry and Retrieval (SPIDER)** – A civilian section of the Records Bureau. SPIDER dispatchers utilize the National Crime Information Center (NCIC) and the City of Wichita computer systems to answer requests and provide information to field units. The department is located on the fifth floor of City Hall in WPD records and utilizes SPIDER1 and SPIDER2 radio frequencies. SPIDER performs the following duties:

- a) Check for persons wanted by local authorities or through the National Crime Information Center (NCIC);
- b) Check for stolen items such as: vehicles, license plates, guns, bicycles, or any items with unique serial numbers;
- c) Check registration information on vehicles, license plates, bicycles, and boats;
- d) Dispatch wrecker services for private-tows and police impounds;
- e) Contact the appropriate public service agency, utility company or other proper authority to respond to the scene of defective traffic signals, hazardous street conditions, utility poles/lines down, water/gas lines broken, etc.;
- f) Enter, retrieve, or modify information on store reports;
- g) Enter, retrieve modify, or cancel police information into the WPD and/or NCIC computer systems.

**Station Clerks** – Civilian employees of the Wichita Police Department who work at the front desk in the police substations Duties include:

- a) Answer phone lines and direct calls to appropriate individuals;
- b) Assist citizens that come to the station for police services;
- c) Take written police reports for crimes and incidents that do not require a commissioned member to take the report
- d) Forward complaints and routine information to police officers and supervisors for disposition;
- e) Enter, retrieve, or modify information on police reports;
- f) Take 911 transfer calls that are within the scope of their ability to handle.
- g) Responsible for controlling access to the building.

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with information regarding the types of field personnel currently being utilized by the Sedgwick County Sheriff's Office, and to provide Emergency Communications Personnel with information regarding the ranking structure and shift structure of the Sedgwick County Sheriff's Office.

**II. Sedgwick County Sheriff Office Rank Structure**

The commissioned rank structure of the Sedgwick County Sheriff Office is as follows:

- Sheriff – S500
- Under Sheriff (Colonel) – S501
- Chief Deputy – S502
- Major – S503 through S505
- Captain – S506 through S511
- Lieutenant
- Sergeant
- Detective
- Deputy

**III. Sedgwick County Sheriff Specialized Personnel and Units**

The Patrol Section consists of “uniformed” deputies and supervisors that operate in “marked” Sheriff Patrol cars, seven days a week, 24 hours a day. Their primary mission is to detect or prevent violations of criminal and traffic laws, as well as providing assistance whenever requested. Sheriff Patrol Deputies have jurisdiction throughout Sedgwick County, however they do not assume primary responsibility for enforcement within municipalities in Sedgwick County that have their own law enforcement agencies.

**Commissioned Units:**

**Beat Deputies** – Patrol Deputies will have a radio number corresponding to the beat they are assigned to. The beat numbers are from one through eight. There will be a deputy assigned to the downtown core area as 609. For CAD purposes, the units must have a shift designator attached to their unit.

**Secondary Beat Deputies** – A second deputy riding the same beat will be assigned a 600 series number (ex: a second deputy assigned to six beat would answer as 606). The secondary beat officer must have a shift designator attached to his unit number as well.

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**Roving Deputy** – A “roving” deputy will be assigned radio number 600. The “roving” deputy is not assigned to any particular beat area, and will respond as needed to any area of the county.

**Community Policing Section (CP)** – The Community Policing Section is comprised of one Sergeant and four Deputies. The CP section specifically addresses long-term problems and situations outside the normal scope of law enforcement that adversely affect the quality of life of the citizens living in the area. CP is assigned radio numbers S90 – S93.

**Community Liaison Section** – The Community Liaison Section consists of one Sergeant, four Deputies, and one office specialist. The primary mission of the section is to provide educational programs for the public as well as representing the Sheriff’s Office through participation in community functions such as parades, festivals, neighborhood associations and other community organizations. This section is assigned radio numbers S94 – S99.

**Canine Unit** – The Canine Unit is designed to give the Sheriff’s Office another tool to locate illegal drugs, find lost persons, pursue suspects on foot, uncover evidence, search buildings and most importantly, provide additional officer safety. This unit is assigned radio numbers S620 through S625.

**Motor Unit** – The Motor Unit are units doing patrol on motorcycles. They will not be assigned to a specific beat, but will volunteer if they are close to a call. The deputies do not have MCTs on the motorcycles so it will be important to log the units on correctly when they go available. This unit is assigned radio numbers S640-S650.

**Criminal Interdiction Unit** – The Criminal Interdiction Unit will be made up of a supervisor, deputies, and K-9 deputies. The unit will be assigned radio numbers S620-S630.

**Court Security Section** – This section is primarily responsible for transporting prisoners from the detention facility (county jail) to various court appearances or other court-ordered activities, returning them to the jail, and maintaining custody and security of them the entire time. Some of the types of activities to which deputies must transport prisoners are doctor appointments, funerals, and dialysis sessions. Deputies in this section are also called to arrest persons in courtrooms at the direction of judges. Generally, this section is assigned radio numbers S40 – S51.

**Extradition Unit** – This Unit coordinates with jurisdictions in other states to arrange for the return of persons wanted in Sedgwick County who have been arrested in the other states. Likewise, this unit arranges for the return to the other states of persons arrested here on out-of-state charges. It is a unique unit also, as it is the only one in Sedgwick County government that has a fixed winged aircraft. The aircraft is utilized to return prisoners from other states, and occasionally provide transportation for county officials to and from official functions. This unit is assigned radio numbers S52 and S59.

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**Transportation Section** – The Transportation Section transports inmates between Sedgwick County and other county jails throughout Kansas, as well as taking inmates to state prisons after they have been convicted of crimes. Inmates are housed in other counties because of a lack of bed space in Sedgwick County. In addition to taking them to the other counties, these persons must often be brought back to Sedgwick County for court appearances or other activities. This section also picks up persons who have been arrested (on Sedgwick County arrest warrants) in other counties and returns them to face charges here. This section is generally assigned radio numbers S60 – S64.

**Warrant Section** - The Warrant Section is responsible for locating and arresting persons for whom arrest warrants have been issued through the 18<sup>th</sup> Judicial District and other jurisdictions. In addition, this section maintains the “Ten Most Wanted” and “Felon of the Day” listings that are distributed to the media, and the “Name That Felon” feature on the Sheriff’s web site. This section is assigned radio numbers S70 – S79.

**Detective** – Detectives assigned to General Investigations are charged with the investigation of crimes and other related law enforcement activities in Sedgwick County. In addition to interviewing victims, witnesses and suspects, detectives conduct surveillance, testify in court when required and conduct background investigations. Detectives are responsible for preparing affidavits and confer with the District Attorney’s Office for successful prosecution. Detectives prepare search warrants and asset seizures when required.

The following are the radio numbers assigned to the Investigations Division:

D1: Lieutenant

D2-D6: Sergeant

D10-D48: Detectives, Forensics, and other Investigations Personnel

**Forensic Laboratory (Lab)** – This section is comprised of three forensic investigators who are trained, and have experience in methods detailing the condition of crime scenes and victims of crimes. They are highly trained in the collection of evidence and the art of preserving evidence found at crime scenes. A variety of methods are used to accomplish this by use of fingerprint detection and collection, photography, videography, and trace evidence collection. The investigators are trained in the use of specialized equipment such as lasers, crime scene imagers and chemical means to detect evidence.

**Narcotics** – This section is responsible for the evaluation and enforcement of drug and vice violations impacting Sedgwick County. To accomplish these tasks, investigators act on information gained through various means indicating persons may be involved in the sale, distribution and manufacturing of illegal narcotics and substances. They utilize undercover operations to purchase narcotics and obtain search warrants and informants. The section also investigates violations of liquor laws and activities within the adult entertainment establishments for county resolution compliance.

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**Exploited and Missing Children Unit (EMCU)** – This section is a multi-agency task force comprised of law enforcement and social workers from the Social and Rehabilitative Service Department of the State of Kansas. The task force investigates sexual abuse and exploitation of children and runaways. They also investigate Internet crimes against children (ICAC), which is an extremely pro-active enforcement targeting individuals who prey on children through the Internet. Along with these duties the section has a computer forensics unit which can gain evidence from suspect computers which will facilitate criminal prosecution in not only internet crimes against children, but can also aid in the investigation of other crimes committed by suspects. These detectives are highly trained in the examination of computer hard drives for evidence.

**Supervisors** – First line supervisors (Sgt) are assigned the radio numbers S20 through S28. Watch Commanders (Lt) are assigned radio numbers S11 through S13. Administrative lieutenants is assigned unit number S14

**Intelligence** – This section is the central repository of information gained from other agencies regarding criminal activities in Sedgwick County. The detective evaluates and disseminates the information to personnel within the department and other agencies, which would benefit from the knowledge. Constant contact is maintained with other law enforcement agencies in surrounding areas for the flow of information. Homeland security has become a very constant issue within the intelligence section and is a continuous evolving endeavor monitoring the terrorist activities, alerts and trends, which could impact our area.

**DEA Task Force** – This task force is made of local and state agencies within Sedgwick County and the State of Kansas and investigates intrastate, interstate and foreign drug activity. The task force is under operational control of the DEA, and targets suspects for federal prosecution, large narcotic distribution operations, and high intensity drug trafficking organizations, which are outside of the Sedgwick County area, but impact our community or have ties to our community.

**Training Section** – This section is assigned at the Wichita Sedgwick County Law Enforcement Training Center. The Training Section is responsible for several functions, including recruiting job applicants, processing the applicants through the entire hiring process, and background investigations. The Training Section presents several basic training academies a year, training newly hired deputy applicants and detention applicants in the essential job skills they will need to perform their jobs.

**Special Assignment Units** – In the event of special assignments or disasters requiring the call-out of additional deputies, these deputies will be assigned a radio number in the S700 series.

**Offender Registration Unit** – This section's primary functions are to monitor, track and enforce sex, drug, and violent offender compliancy in accordance to the state and federal statutes. The unit is responsible for maintaining the internet based "Offender Watch" program accessed by the public through the Sheriff's Internet site. The unit is proactive and a necessary function that enhances offender management, community awareness, and public safety. ORU also processes

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Carry Concealed Handgun applications and fingerprints individuals for background and licensing requirements. ORU is assigned unit numbers D50 - D59.

**Reserve Unit** – The Sedgwick County Sheriff’s Reserve is a volunteer organization whose members serve the public without direct monetary compensation. Reserve deputies complete the training academy and field training required to become a fully commissioned member of the Office. The Reserve provides and/or assists with a variety of law enforcement functions and duties including: road patrol, detention, warrants, investigations and special assignments such as sporting events, parades, fund raising events and many, many others. The Reserve also assists during local emergencies and disasters. Each Reserve Deputy is expected to work a minimum 24 hours per month.

**Civil Section** – The responsibility of the Civil Section is to serve civil process within Sedgwick County. This consists of delivering garnishments, divorce papers, subpoenas, notices of lawsuits, tax warrants, and other legal papers by non-commissioned deputies. These non-commissioned deputies are assigned radio numbers S190 – S199. Commissioned deputies perform certain actions pursuant to court orders, such as evictions and executions, serving Protection from Abuse orders; as well as picking up persons named in mental and alcohol petitions and delivering them to treatment facilities. These commissioned deputies’ radio numbers vary; there is no set pattern to them.

**Non-Commissioned Units:**

**Records Section** – The Records Section, operated 24 hours a day, seven days a week, is the central repository for the majority of official documents and records generated during the normal course of business. These records include the criminal history of individuals, reports of criminal offenses, reports of traffic accidents, Protection from Abuse (PFA) orders that have been served, and many others. The Records Section provides various copies of reports, mug shots, and other information to the public, insurance companies, lawyers, news media and others in compliance with the Kansas Open Records Act.

**Property Section** – The Property Section’s main responsibility is the storage, inventory, safekeeping and proper disposal of all evidence, found property and personal property that is collected in the normal activities of the Sheriff’s Office. This section also transports evidence for forensic examination, schedules the sales of seized and abandoned property, and periodically arranges for the special storage of property or evidence for other agencies.

**Amber Alerts**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for situations that warrant the issuance of an Amber Alert.

**II. Authority**

If the incident is under the jurisdiction of the Wichita Police Department, the responding field supervisor will determine if an incident warrants activating an Amber Alert through the Kansas Bureau of Investigation (KBI). If the incident is under the jurisdiction of the Sheriff's Office, the Sheriff, Undersheriff, Chief Deputy or the Acting Duty Staff will make the decision to activate the Amber Alert through the KBI. Law enforcement will contact the KBI directly to ensure that the incident meets the criteria for Amber Alert activation.

**III. Dispatch Procedures**

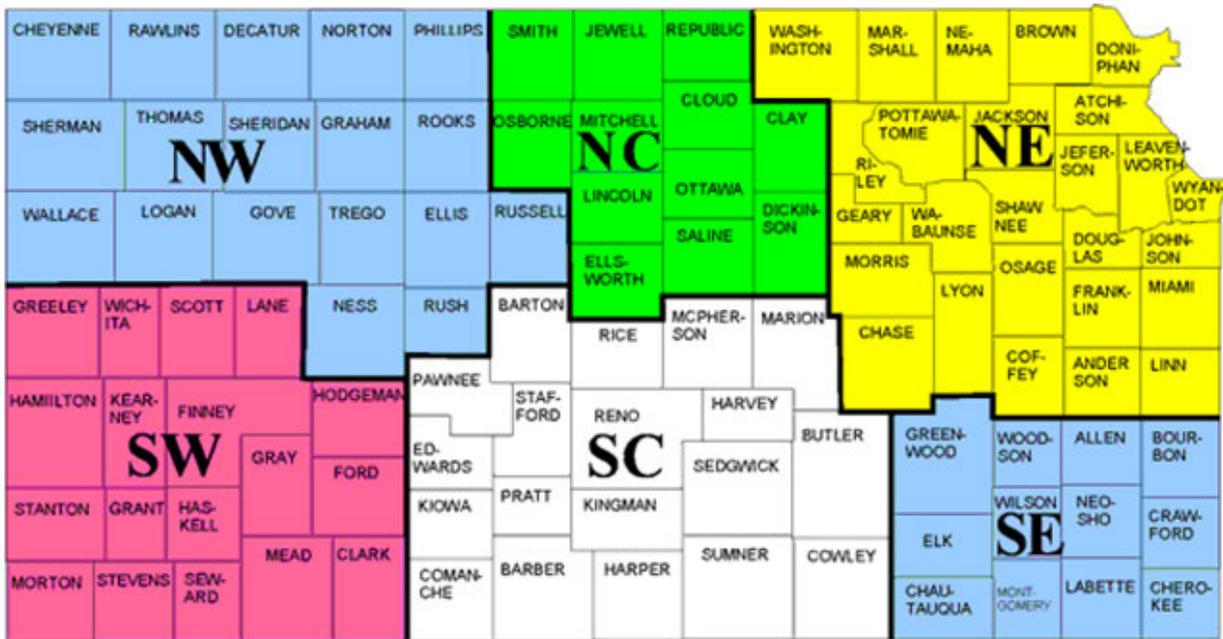
A field supervisor will notify the Dispatch supervisor to advise that there is an Amber Alert being issued and will specify what information is being released at that time. The Dispatch supervisor will take the following actions:

- a) Assign a TAC channel for the incident and a dispatcher to monitor it
- b) Notify the on-call for Emergency Management
- c) If under WPD jurisdiction, Notify the WPD Crimes Against Person's Captain
- d) If under WPD jurisdiction, instruct the dispatcher to send (6) officers to the EOC to answer the tip lines. WPD patrol personnel will monitor these lines.
- e) If the incident is under SCSD jurisdiction, contact the Patrol Watch Commander who will assign personnel to respond to the EOC to answer the tip lines
- f) Contact the FBI and notify them that an Amber Alert has been issued out of the Wichita/Sedgwick County area. During daytime hours call the local office at 316-262-0031. After hours, contact the Kansas City Office at 816-512-8200
- g) If under WPD jurisdiction, notify the WPD Records supervisor, who will send one clerk to the EOC for data input
- h) Perform System-Wide broadcast, preceded by a single tone using the following verbiage, including any additional information ready for release:

*"Attention all media and listening stations: The Wichita/Sedgwick County Exploited and Missing Child Unit is activating the Amber Alert plan. Be prepared to receive an Emergency Alert System message and broadcast the message as soon as possible. Repeat. The Amber Alert plan is being activated, prepare to receive an E.A.S message."*

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- i) Post Amber Alert information on the KDOT DMS signage within the county using the following parameters:
  - a. Generally, the generic Amber Alert messages saved in the libraries of the MIST system will be used. However, if circumstances dictate then alternate operator-authored messages may be used with the approval of the KDOT manager (Tom Hein) or the KDOT engineering consultants.
  - b. If an Amber Alert is issued out of the “SC” region indicated on the map below **plus Saline and Lyon Counties**, post the an Amber Alert message on all blank DMS signs and any other signage the operator deems necessary. If a sign already has an incident or critical construction information posted then the operator should consider their impact. Typically, an active incident affecting traffic should not be replaced, but long-running construction messages can be temporarily removed for the duration of the Amber Alert
  - c. For amber Alerts from the outlier areas of Kansas (any region not labeled “SC”), post the following sings plus any signs the operator deems necessary:
    - i. K-96 @ Hoover (both directions)
    - ii. I-135 NB South of 61<sup>st</sup>
    - iii. I-135 at Hydraulic (both directions)
    - iv. I-235 East of Meridian (both directions)
    - v. US-54 EB at Armour
    - vi. I-35 NB at 71<sup>st</sup> (if Turnpike is relevant)



Sedgwick County Emergency Communications  
Standard Operating Guideline  
**Emergency Button Activation**

Revised: February 2017  
LE Dispatch Policy 10.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for emergency button activations.

**II. Emergency Button Activation Procedures**

Upon emergency button activation, and unless the dispatcher has additional indicators that the field unit is in trouble, the dispatcher will proceed through the following steps.

- a) Check on the field unit who has depressed their emergency button, using the verbiage “checking your welfare” to indicate to them that they have depressed their emergency button.
- b) If there is not a timely response from the field unit after checking on them **once**, tone them out as an officer/firefighter/paramedic in trouble with an Alert 2 tone. Maintain emergency traffic to allow the field unit a clear path to key up and provide further information.
- c) If a field unit responds in any other way than [REDACTED] when they have depressed their emergency button they should immediately be put out in trouble. The dispatcher will not prompt them again for the proper code.
- d) If the field unit responds with [REDACTED] indicating they are not in trouble, the dispatcher will disregard the emergency button activation and, if the field unit has been toned out in trouble, shut down the emergency response with an Alert 1 tone.

Sedgwick County Emergency Communications  
Standard Operating Guideline  
**No Response from Field Unit**

Revised: May 2014  
LE Dispatch Policy 11.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for when a field unit is not responding to their radio.

**II. Procedures**

When checking on an officer, the dispatcher will:

- a. Attempt to verbally raise the officer on the radio two times.
- b. If there is no response, the closest available officer will be dispatched (the officer will not respond emergency traffic).
- c. Dispatch will check SPIDER1 channel for the officer.
- d. The dispatcher will tone the officer with a long, single tone (Alert 1) and try to verbally raise the officer.
- e. If there is still no response, the call is to be dispatched as a “possible officer in trouble, unable to contact” preceded by a warble tone (Alert 2).

A law enforcement or dispatch supervisor may override this procedure at any time. This procedure will not alter the policy of immediately dispatching officer in trouble calls resulting from officer requests or emergency button activations.

Sedgwick County Emergency Communications  
Standard Operating Guideline  
**Traffic Accident / Emergency Accident Reporting Plan (EARP)**

Revised: March 2022  
LE Dispatch Policy 12.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures when the Emergency Accident Reporting Plan is implemented.

**II. Wichita Police Department Traffic Accidents / EARP Procedures**

The Wichita Police Department has implemented a modified Accident Response Plan to allow Patrol Officers to respond to priority calls, and minimize waiting time for citizens requiring an accident report due to a minor collision.

If collision does not involve:

**Injury to person**

**Hit and Run**

**Alcohol involved**

**Disabling damage**

**Vehicles can safely be moved to a parking lot or removed from the street**

Citizens are asked to exchange information to include:

**Driver's License information**

**Insurance information**

**Vehicle information (year, make, model and tag number)**

The Motor Vehicle Accident Report can be accessed online at [wichitapolice.com](http://wichitapolice.com). Reports can also be made by downloading the WPD App from the appropriate app store.

The following locations will have forms for citizens to complete.

**Central Bureau – 332 N. Riverview**

Enter through the west doors between the hours of 8 a.m. and 5 p.m., Monday through Friday.

**Patrol North – 3015 E. 21st St. N. (316)350-3400**

Enter through the north doors between the hours of 8 a.m. to 5 p.m., Monday through Friday.

**Patrol South – 211 E. Pawnee St. (316)350-3440**

Enter through the west doors between the hours of 8 a.m. to 5 p.m., Monday through Friday.

**Patrol West-661 N. Elder (316)350-3420**

Enter through the east doors between the hours of 8 a.m. to 5 p.m., Monday through Friday.

**Patrol East- 300 N. Edgemoor (316)350-3460**

Enter through the east doors between the hours of 8 a.m. to 5 p.m., Monday through Friday.

**III. Sedgwick County Sheriff's Office EARP Procedures**

A Patrol Division Commander or his/her designee or a higher authority may implement the Emergency Accident Reporting Plan (EARP) in extremely inclement weather. When this plan is in effect, only assign officers to traffic accidents that involve:

- a) Injury;
- b) Suspected drug or alcohol use;
- c) Hit and run with solvability factors or
- d) Inoperable vehicles.

The caller will be instructed to advise those involved in the accident to exchange driver, vehicle and insurance information with all involved. The drivers must then file a report within seventy-two (72) hours at the Sedgwick Sheriff Road Patrol Office, located at 830 W. Stillwell, between the hours of 0630-2300 or they may call 316-660-3770. The Sheriff's Office does not automatically establish EARP when the City of Wichita does.

**IV. Derby Police Department's Procedures**

A Duty Commander may implement the Emergency Accident Reporting Plan (EARP) in extremely inclement weather. When this plan is in effect, only assign officers to traffic accidents that involve:

- a) Injury or
- b) Suspected drug or alcohol use

The caller will be instructed to advise those involved in the accident to exchange driver, vehicle and insurance information with all involved. The drivers must then file a report within twenty-four (24) hours at the Derby Police Department.

**V. Goddard Police Department's Procedures**

An on duty Patrol Supervisor or On Call Duty Supervisor, or his/her designee, or higher competent authority may implement the Emergency Accident Reporting Plan (EARP) in extremely inclement weather. Dispatch will do a broadcast for the media notifying them

that the EARP is in effect for the City of Goddard. When this plan is in effect, only assign officers to traffic accidents that involve:

- a) Injury;
- b) Suspected drug or alcohol use or
- c) Vehicles that are unable to be driven.

The caller will be instructed to advise those involved in the accident to exchange driver, vehicle and insurance information with all involved. The drivers must then file a report within seventy-two (72) hours at the Goddard Police Department.

**VI. Bel Aire Police Department's Procedures**

A Supervisor, his/her designee, or higher competent authority may implement the Emergency Accident Reporting Plan (EARP) in extremely inclement weather. Dispatch will do a broadcast for the media notifying them that the EARP is in effect for the City of Bel Aire. When this plan is in effect, only assign officers to traffic accidents that involve:

- a) Injury;
- b) Suspected drug or alcohol use or
- c) Vehicles that are unable to be driven.

The caller will be instructed to advise those involved in the accident to exchange driver, vehicle and insurance information with all involved. The drivers must then file a report within seventy-two (72) hours at the Bel Aire Police Department.

**VII. EARP Exclusions**

EARP guidelines do not apply to accidents occurring on state highways. In those instances, the Kansas Highway Patrol must respond. EARP guidelines also do not apply to accidents occurring in any suburban community not listed above that has their own law enforcement agency.

**Officer Initiated Calls**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for calls that are officer initiated.

**II. Pedestrian/Subject Stops**

When officers are stopping a pedestrian for any reason, the officer is to notify the dispatcher of their location and a description of the pedestrian. If the officer initiating the stop is a one-officer unit, a second officer will be assigned as a back on all pedestrian stops regardless of time of day unless otherwise advised by the initiating officer.

**III. Vehicle/Traffic Stops**

When officers are stopping a vehicle for any reason, the officer is to notify the dispatcher of their location, the tag number for the vehicle and the description of the vehicle. The dispatcher should run the tag on every stop to check that the vehicle description matches, that the vehicle and tag are not stolen and for any other inconsistencies. After dark, a one-officer WPD unit will be assigned a second officer as a back on all traffic stops unless otherwise advised by the initiating officer. Derby and Haysville units that are one officer will be assigned a second officer on all traffic stops unless otherwise advised by the initiating officers. Sherriff deputies only need an additional officer when requested by the initiation officer.

**IV. Check Club/Check Park/Check Building**

Officers checking a club, park or building will be assigned a back unless the initiating officer is a two-officer unit.

**V. Special Assignments**

When officers call in to advise they are on Special Assignment, the dispatcher taking the call is responsible for obtaining and entering the following information:

- a) Officer(s) on the call using unit number or identification number
- b) Location of the assignment
- c) Duration of the assignment
- d) Contact radio and/or phone numbers
- e) If they want checked on
- f) If they want automatically cleared at the end of the assignment or if they will advise when they are finished.
- g) Which channel they will be monitoring. The dispatcher is also responsible for making sure the SA is controlled by that operating channel.

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This also includes officers who are working a part-time assignment off-duty. If they are off-duty, the officer will use his/her identification number as their unit number.

**VI. Case Specific Call Types**

There are several call types that will be used primarily by officers to classify case numbers that are being requested. These call types include but are not limited to:

CURFEW

TOW

RESIST

VICE

These call types will generally not be used as the initial call classification by a call taker.

**Traffic Pursuits**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for traffic pursuits.

**II. Procedures**

Any officer that initiates a pursuit should immediately notify the dispatcher of the following information:

- a) Unit number
- b) Location, direction of travel, speed
- c) Reason for the pursuit (charges)
- d) Description of the vehicle and occupant(s), tag information and suspect's identity if known.
- e) Other information necessary to justify the pursuit (i.e. road conditions, traffic density, weather conditions)

**III. Radio Protocol**

When first notified over the radio of the Traffic or Subject pursuit the dispatcher should request another dispatcher broadcast the pursuit on all other channels except for the channel on which the pursuit is operating. The unit "CHASE" can be placed on the call to make it easier to find the correct call for broadcast. The broadcast should include but is not limited to the unit that is involved, a description of the vehicle or subject, direction of travel, on which channel the pursuit is to operate, and any pertinent safety information. This will generally be carried out by the pursuit channel's common channel partner. These pairings are as follows:

- South/West
- North/East
- Shrf/Law

If the common partner is busy, then any other LE dispatcher can broadcast the pursuit on all channels.

If a pursuit crosses into another bureau, the originating dispatcher will ensure the appropriate dispatcher and officers are aware of the chase moving into their sector. The information then will be simulcast on both channels. Officers involved in the chase will remain on the channel the chase originated on.

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures in regards to emergency radio traffic.

**II. Procedures**

Emergency radio traffic may be requested by any authorized radio user or shall be declared, or offered, by a dispatcher when any of the following circumstances exist:

- a) When necessary for the safety of any department member; or
- b) When an officer depresses their emergency button; or
- c) When officers arrive on scene at any Priority E call; or
- d) When officers arrive on the scene of a silent entry alarm or hold up alarm on a residence;
- e) When officers arrive onto the scene of certain Priority 1 or 2 calls, as defined within this law enforcement SOG; or
- f) When any officer is involved in a pursuit.

**III. Radio Protocol**

The dispatcher shall be responsible for declaring the beginning and ending of emergency radio traffic and on which radio channel(s) it is to be observed. The single alert tone will be used to alert others that there is emergency radio traffic. This isn't simulcast, just on the operational channel. No tone to clear traffic, just a short tone at the beginning. When emergency radio traffic is in effect, radio transmissions shall be restricted to essential messages only. Keep transmissions brief and utilize signals and codes as much as possible. Delay non-essential communications between officers and dispatch until radio traffic is rescinded. Personnel whose transmissions do not fall within emergency radio traffic guidelines shall be quickly and concisely reminded of the existence of emergency traffic by a field supervisor or a dispatcher.

A field supervisor, a unit on the scene of the incident or a dispatcher with concurrence from a field supervisor may terminate emergency radio traffic.

**Lunch Breaks**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for officer's lunch breaks.

**II. Wichita Police Department Procedures**

Officers will notify their dispatcher when wishing to take a lunch break. The dispatcher shall control the amount of police personnel allowed to be on lunch break at any point in time. Two officers, either one two-officer car or two separate one-officer cars, are to be available per Bureau before granting lunch breaks.

Officers are allowed a thirty (30) minute lunch break and will be available for calls at the termination of their thirty minute period. Officers will not be dispatched to calls during their lunch break or given any messages unless the message is of an extreme emergency or the contingency steps for Priority E, Priority 1 or Priority 2 calls reaches the necessary level.

**III. Sedgwick County Sheriff's Office Procedures**

Deputies will notify their dispatcher when wishing to take a lunch break. Deputies will not be dispatched to calls during their lunch break or given any messages unless the message is of an extreme emergency or the contingency steps for Priority E, Priority 1 or Priority 2 calls reaches the necessary level.

**Phone Messages**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for delivering phone messages to field personnel.

**II. Wichita Police Department Procedures**

Emergency Communications will not relay personal messages for on-duty officers except in the case of an emergency. Refer citizens with these requests (including off-duty officers) to the appropriate sub-station.

Relay all emergency messages as soon as time and call load permit. Emergency messages that have a phone number with no name will be accepted but the preferable information is a phone number and a name.

**III. Sedgwick County Sheriff's Office Procedures**

Relay all emergency messages as soon as time and call load permit. Emergency messages that have a phone number with no name will be accepted but the preferable information is a phone number and a name.

**Wichita Police Department Disposition Codes (Nora Codes)**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for documenting disposition codes.

**II. Procedures**

Every dispatched call for WPD must be cleared by one of two methods; either the field unit assigned must obtain a case number or the unit must give the dispatcher a disposition code indicating that no report will be made. The dispatcher shall enter this code as the disposition for the call.

It is the responsibility of the field unit to select the appropriate Nora Code and advise the dispatcher. If the dispatcher is aware the call needs a Nora Code and one is not provided, they are to request one.

**III. Disposition Codes**

- N1 Cancelled prior to arrival
- N2 Duplicate call
- N3 No contact
- N4 False alarm
- N5 Non-police incident
- N6 Prisoner transport
- N7 Assisting an outside agency
- N8 Transferred to an expediter unit
- N9 Weather related incident
- N10 False Gunshot Detection Alarm

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for dispatching emergency calls at county facilities inside the City of Wichita.

**II. In-Progress or Just-Occurred**

On all in-progress or just-occurred calls at a county facility that is located in the City of Wichita, Wichita Police Department will be dispatched as well as Sedgwick County Sheriff's Deputies. The call will be entered and the WPD Dispatcher will start officers and ensure that Sheriff's Deputies are being dispatched as well.

**III. Report Calls**

Sheriff's Deputies will handle all report calls at county facilities in the City of Wichita. The call will be entered and "forced" to dispatch group "SS" or "SW". The dispatcher will consult a Lieutenant or Sergeant to determine which deputy should be dispatched.

**IV. Work Release – Fail to Return**

All report calls from Community Corrections Detention Facility of a subject failing to return from a work detail will be handled by entering a call and "forcing" the call to the "SS" dispatch group. The dispatcher will consult a Lieutenant or Sergeant to determine which deputy should be dispatched.

**V. Courthouse Alarms**

Courthouse security is to be sent on all Courthouse alarms. During normal business hours, contact security on the Sheriff Warrant talk-group. After hours, contact security on the Sheriff Patrol channel to advise them of an alarm. For disturbance alarms during business hours in the Courthouse, also call Court Guards at 660-3960.

**VI. Adult Probation**

Additional information needed on these calls include asking if the prisoner knows law enforcement is being called, how many prisoners are being picked up and where the caller needs to be contacted. When a request is made during business hours of 0800 to 1630 hours, Monday through Friday, a Sheriff's Deputy assigned to Judicial Division will respond if available to arrest and assist the probation officer in the booking process. Judicial operates on the Warrant channel and can be contacted by broadcasting the information on that channel. After 1630 hours, the second watch warrant deputy will be called to assist. If the Judicial Services deputy is unavailable, contact the on-duty Patrol Division Supervisor.

**VII. COMCARE**

Because of proximity, WPD will be dispatched to all calls requiring immediate police presence. In addition to their response, Sheriff Deputies will be dispatched for any follow-up or reports needed. If they know in advance that they are going to have problems with a patient, they will call in advance to have a Deputy respond to assist them.

**VIII. Transports from County Facilities**

WPD will be dispatched for prisoner transports at county facilities when no report is to be made.

**IX. Prisoner Transport to Hospital from Jail**

During normal business hours when the detention facility needs assistance in transporting prisoners to a local hospital for emergency or scheduled routine medical treatment, the Judicial Division will provide assistance. After hours, on weekends, and on holidays the Patrol Division will provide assistance in transportation of inmates for emergency medical treatment as follows:

- a) EMS will transport the prisoner, accompanied by a Detention Deputy.
- b) A Patrol Deputy will follow the ambulance or meet the ambulance at the hospital.
- c) The Patrol Deputy will remain at the hospital until either the prisoner is admitted or the prisoner is treated and released to return to the detention facility.
- d) If the prisoner is admitted to the hospital, the Deputy is released to return to his/her response area once the prisoner has been moved from the emergency room and secured in his/her assigned room. The Detention Deputy will remain to guard the prisoner.
- e) If the prisoner is not admitted, the Patrol Deputy will transport the prisoner and the Detention Deputy back to the detention facility.

For non-emergency transports to a hospital, the jail will call 911 and request a Deputy to be sent to transport. We will enter an XPORT call, listing the name and call back number to the person making the request. The Sheriff Dispatcher will relay that information to a road supervisor. The road supervisor will determine if a Deputy is to be sent after talking to the requesting party.

**X. Intrust Bank Arena**

Sedgwick County owns the Intrust Bank Arena at 550 E. Waterman. Because of proximity, WPD will be dispatched to all calls requiring an immediate police presence. In addition to their response, Sheriff will be dispatched for any follow-up or reports needed.

**Notifications**

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with procedures for notifications for the Wichita Police Department and the Sedgwick County Sheriff's Office.

**II. Wichita Police Department**

The 911 supervisor is responsible for notifying specific members of the Wichita Police Department on the following types of calls:

- a) Homicide
- b) Officer Discharging Firearm
- c) Officer Discharging Firearm at Animal
- d) Injury/death to citizen while in police custody
- e) Officer shot
- f) Bomb Threat with device located or when bomb squad is activated
- g) 48 involving injury to police officer
- h) Code blue or black accident with police vehicle involved
- i) Apparent death traffic accidents
- j) Bank robberies
- k) Pursuits that meet the notification criteria
- l) Code blue child-6 years or younger
- m) Other major incidents including plane crashes, bombings, and civil disorders.
- n) Death or injury to any police employee, arrest of departmental personnel, and
- o) SWAT call outs.

**III. Sedgwick County Sheriff's Office**

The 911 supervisor is responsible for notifying specific members of the Sedgwick County Sheriff's Office on the following types of calls:

- a) Injury accidents (Fatality and Deputy involved)
- b) Homicides
- c) Deceased persons/Drowning/Suicides
- d) Plane crash and airport emergencies
- e) Injury to departmental personnel
- f) Injury to citizen by Deputy

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- g) Bomb threat
- h) Found device
- i) Discharge of firearm by Deputy (any circumstance)
- j) Detention facility escapes (no notifications needed for failure to return to Work Release)
- k) Any major incident that affects the Sedgwick County area
- l) Any incident involving a known public, political, or business leader
- m) SWAT call outs
- n) Sheriff Entry Team – When a field supervisor requests the entry team be notified of a call a page will be sent to the team. This can be done manually. (Epage G/SHRFENTRY)

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Animal Control**

Revised: May 2018  
LE Dispatch Policy 21.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for contacting Wichita Animal Control and Sedgwick County Animal Control.

**II. Wichita Animal Control**

Animal Control is to be contacted for reports involving injured, stray, vicious, abandoned or dead animals.

- a) Between the hours of 0700 and 1700 calls are to be transferred to the Wichita Animal Control dispatcher at 316-350-3360, who will determine if Animal Control will respond.
  - a. If 911 dispatch needs to contact Animal Control, they may use the non-public number 316-350-3368
- b) Between the hours of 1700 and 2100, 911 dispatch should take citizen reports and then contact the duty animal control officer at 316-641-5310 to determine if Animal Control will respond and if they do or do not need law enforcement assistance.
- c) Between the hours of 2100 and 0700, dispatch should take citizen reports and then contact the downtown badge on the floor at 316-268-4111, who will determine if animal control will respond. If so, they will contact the on-call animal control officer. 911 dispatch is to clarify if law enforcement dispatch is needed.

**III. Sedgwick County Animal Control**

Animal Control is to be contacted for reports involving injured, stray, vicious, abandoned, or dead animals.

- a) Between the hours of 0800 and 1700, calls are to be transferred to the Sedgwick County Animal Control dispatcher at 316-660-7070, who will determine if Animal Control will respond
- b) Between the hours of 1700-0800, 911 dispatch should take citizen reports to determine if they qualify for an after-hours emergency call-out. See criteria below. If criteria are met, contact the duty animal control officer via answering service at 316-261-8036. The answering service will contact the duty officer, who will then follow-up with 911 personally.
  - a. Emergency Criteria
    - i. Citizens endangered by an aggressive animal
    - ii. Controlling loose livestock on highways

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- iii. Injured Animals
  - iv. Animal owner being transported to jail
  - v. Animals in a vehicle
  - vi. Dead animal removal from roadways and interfering with traffic
  - vii. Citizens exposed to skunks
  - viii. Cruelty to animals if the animal is in a life and death situation
  - ix. Animal bites having occurred within 12 hours
- c) After hours, Sedgwick County Animal control will not respond to calls unless there is a Sheriff's Deputy on the scene with the animal issue in question.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Suburban Communities with Special Response Plans**

Revised: July 2020  
LE Dispatch Policy 22.0

**I. Andale Police Department**

The Andale Police Department does not respond to medical or fire calls when an officer is not on duty. The Andale Police Department responds to citizens who have locked themselves out of their vehicles.

**II. Bel Aire Police Department**

The Bel Aire Police Department does not respond to any medical calls in their town unless requested by EMS, Fire, or outside Law Enforcement Agencies. They will respond to fire calls.

**III. Bentley Police Department**

Notify BE1 of any priority E, priority 1, and priority 2 calls in the City of Bentley if he is not on-duty – including both medical and law enforcement responses. BE1 does not require notification on Fire Responses. BE1 is available for report calls 24/7 whether he is on-duty or not. Contact BE1 via cell phone.

**IV. Cheney Police Department**

The Cheney Police Department does not respond to medical or fire calls when an officer is not on duty.

**V. Clearwater Police Department**

The Clearwater Police Department responds to citizens who have locked themselves out of their vehicles. Advise the officer on duty of any fire or medical calls in that city.

**VI. Colwich Police Department**

The Colwich Police Department does not respond to medical or fire calls when an officer is not on duty. Notify CO1 of any Code Blue, Code Red, or Code Black calls in the City of Colwich.

**VII. Eastborough Police Department**

Advise the officer on duty of any fire/medical calls.

**VIII. Garden Plain Police Department**

The Garden Plain Police Department will respond to medical or fire calls 24 hours a day, even if their officer is not on duty.

The Garden Plain Police Department responds to citizens who have locked themselves out of their vehicles.

**IX. Goddard Police Department**

Goddard Police Department will not respond to medical and fire calls unless requested.

Goddard Police Department operates on 8 hour shifts. 1<sup>st</sup> watch is 0600-1400, 2<sup>nd</sup> is 1400-2200, and 3<sup>rd</sup> from 2200-0600.

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Beat – **GO-N** (North) will be located North of Kellogg & will be home for ‘even’ numbered units GO10, GO12 (1<sup>st</sup> shift), GO20, GO22 (2<sup>nd</sup> shift), GO30, GO32 (3<sup>rd</sup> shift).

Beat – **GO-S** (South) will be located South of Kellogg & will be home for ‘odd’ numbered units GO11, GO13 (1<sup>st</sup> shift), GO21, GO23 (2<sup>nd</sup> shift), GO31, GO33 (3<sup>rd</sup> shift).

**GO2** (1<sup>st</sup> shift), **GO3** (2<sup>nd</sup> shift) and **GO4** (3<sup>rd</sup> shift) will be the supervisors. They will be recommended for calls as a Supervisor. Also, if there are no other Goddard Beat Officers available, then they will be recommended on calls before CAD finds a Sheriff Unit to assist. They should be used as a ‘backup’ or 2<sup>nd</sup> officer in those cases. Not on a 1 officer report call.

**GO1** will act as Chief

**GO5** will act as Detective

**40’s** series units will be Special Assignment Units.

The Goddard Police Department will respond to citizens who have locked themselves out of their vehicles.

**X. Kechi Police Department**

The Kechi Police Department does not respond to medical or fire calls when an officer is not on duty.

The Kechi Police Department will respond to citizens who have locked themselves out of their vehicles.

Notify KE1 of any Code Black calls in the City of Kechi. The Kechi Police Department has their own chaplain that will respond to calls if requested. The contact information for the Kechi chaplain is in Filemaker.

**XI. Maize Police Department**

The Maize Police Department does not respond on any medical or fire calls within the City unless specifically requested by Ems or fire personnel.

Maize Police Department responds to citizens who have locked themselves out of their vehicles.

Maize Police Department has 24/7/365 coverage. If a Maize officer is not showing logged into CAD, please broadcast for any Maize unit. Sheriff units will still provide assistance to Maize Police Department when necessary; however, they should be removed from Maize Police Department’s call recommendations.

FCCNO calls in Maize PD jurisdiction will be broadcast and cancelled.

Holding/waiting calls in Maize should broadcast for any Maize unit in the manner they are for Wichita PD.

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**XII. Mount Hope Police Department**

The Mount Hope Police Department will respond to medical or fire calls 24 hours a day, even if their officer is not on duty. The Mount Hope Police Department responds to citizens who have locked themselves out of their vehicles.

**XIII. Park City Police Department**

The Park City Police Department responds to medical and fire calls.

**XIV. Valley Center Police Department**

The Valley Center Police Department responds to medical and fire calls

**XV. Sedgwick, City of**

All calls (fire, medical, or LE) that occur in the city of Sedgwick, regardless if it is on the Sedgwick County side of the city need to be transferred to Harvey County.

**XVI. Emergency Responses When an Officer is on Duty**

Suburban law enforcement officers will be dispatched according to priority and protocol when on duty. If all officers are busy (on another call, in court, etc.) when an emergency is reported in their jurisdiction, the dispatcher will notify an officer from that department that the call is holding and note the notification in the text of the call. If it is a Priority E, Priority 1, or Priority 2 call, a Sheriff Deputy will be dispatched to the incident.

**XVII. Emergency Responses When No Officer is on Duty**

Sheriff Deputies will provide backup or respond until the on call officer can be contacted for Priority E, Priority 1 and Priority 2 calls. Unless an agreement has been made for the Sheriff's Office to provide all emergency responses during a specific time period for a suburban community, Priority 3 calls need to be held until an on call officer from the respective community can be contacted.

**XVIII. On Call Status**

The dispatcher assigned to the Sheriff Patrol talk-group is responsible for tracking which officer is "on call". When an officer advises he/she is in service and is different from the officer shown on call, the dispatcher will automatically log off the person shown on call. The status of these officers must be kept accurate.

**XIX. Night Contact**

The dispatcher assigned to the Sheriff Patrol talk-group will check on suburban law enforcement officers every two hours if they have had no radio traffic or MCT activity from them during this time. This time will be noted in their history. The officers shown "on call" will not be checked on.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Derby Police Department**

Revised: September 2019  
LE Dispatch Policy 23.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for dispatching Derby Police Department.

**II. Lunches**

Officers will receive an uninterrupted lunch for 45 minutes. They are not to be dispatched to report calls, and can be dispatched to emergency calls (Priority Level 1 or higher). They may volunteer for report calls if they choose. Derby Animal Control officers and DE83 receive 1 hour for lunch with no calls of any type assigned to them.

**III. Animal Control**

Derby Animal Control officers operate on the same channel as officers. They typically have coverage Monday through Friday between 0800 and 1700. At times, a part-time Animal Control officer may be operating. If no Animal Control officer is on duty, check with a patrol supervisor to see if they want to respond to any animal related calls.

**IV. Calls at the Derby Police Station**

DE83 is the station officer, working Monday through Friday. The hours are 0900-1800 with the exception of Thursdays which is 0800-1700. If DE83 is unavailable then an officer is to respond to all calls at the station. This would generally be the beat officer. Only one officer responds to check warrants at the station.

**V. Funeral Escorts**

Derby Police Department provides funeral escorts without supervisor approval. If notification comes through dispatch, send a CAD message to fields units with the time, starting point and end point. All available officers will check on the call using the ESCORT call type at the specified time.

**VI. Outside Assist**

A supervisor's approval is required for any calls outside Derby's jurisdiction, even if it is in the city limits of Derby. For example, calls on K15 within the city limits of Derby that are Sheriff's jurisdiction.

**VII. Medical and Fire Calls**

Derby does not respond to medical calls with the exception of the following:

- a) Combined responses (OD, MANDWN, etc.)
- b) Code red traumas
- c) Code red children when there are questionable circumstances
- d) Code blue calls
- e) Code black calls

Derby does not respond on fire calls unless requested.

**VIII. Lockouts**

Derby does not respond to calls where citizens who have locked themselves out of their vehicle.

**IX. Disposition Codes**

AC1 – False Alarm, No Specific Cause

AC2 – False Alarm, Fail to Set Alarm Properly, Animal, etc.

AC3 – False Alarm, Weather Related

AC4 – False Alarm, Triggered by Owner, Employee, etc.

AC5 – Good Alarm, Crime Occurred

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Haysville Police Department**

Revised: Sept. 2019  
LE Dispatch Policy 24.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for dispatching Haysville Police Department.

**II. Outside Assist**

A supervisor's approval is required for any calls outside of Haysville's jurisdiction. The only exception will be "Officer in Trouble" calls in which officers will automatically respond if it is near Haysville.

**III. Medical and Fire Calls**

Haysville responds to the following EMS calls:

- a) Response to a Crime (Shooting, Stabbing, etc.)
- b) Life Threatening Trauma
- c) Man Down Calls
- d) Chest Pains / Heart Attacks
- e) Difficulty Breathing / Not Breathing
- f) Unknown EMS Calls
- g) Mental Cases (Code Orange)
- h) Drowning
- i) Electrocutation
- j) Overdose / Poisoning
- k) Accident on City Property
- l) Any medical call involving a juvenile
- m) Anytime EMS Requests Police Response

Haysville responds to the following Fire calls:

- a) Response to a Crime Including Arson
- b) Cardiac Medical Emergency
- c) Unknown Fires
- d) Structure Fires
- e) Explosions
- f) Submersions
- g) Entrapments
- h) Building Collapses
- i) Car Fires
- j) Fire on City Property
- k) Anytime Fire Requests Police Response

**IV. Lockouts**

Haysville does respond to calls where citizens have locked themselves out of their vehicle. HA300, the Haysville Animal Control officer, may be dispatched to vehicle unlocks as part of their daily responsibilities. If you have a 'locked' call in Haysville, please utilize this resource before tying up a beat officer for those situations.

**V. Walk-ins at the Station**

If a citizen is reporting an incident that can be processed by the duty Community Resource Specialist (CRS), the CRS will take the report and contact dispatch via phone to have a case number issued.

If a citizen is reporting an incident that needs to be processed by a commissioned officer, the CRS will contact dispatch via radio using the unit ID of HA5 (Haysville –Five) to request an officer to be dispatched to the station.

The determination of whether or not a commissioned officer needs to be dispatched is to be made by the CRS.

**VI. Non-Emergency Calls**

If a citizen has a non-emergency call they can be given the non-emergency number, 529-5912. This should be used for dog questions, citizen questions, sales representatives, etc.

**VII. Animal Control**

HA300 is the animal control officer for Haysville. He is a non-commissioned and unarmed police employee. If Haysville gets backed up on animal control calls send a patrol officer.

The Haysville Animal Control officer, may be dispatched to vehicle unlocks as part of their daily responsibilities. If you have a 'locked' call in Haysville, please utilize this resource before tying up a beat officer for those situations.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Airport Police**

Revised: January 2015  
LE Dispatch Policy 25.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for notifying Airport Police or requesting assistance from the Airport Police.

**II. Procedure**

If a call is received in the area defined below, CAD will recommend AIRP (Airport Police) and AIRF (Airport Fire) in addition to our city/county responders. When this happens, the dispatcher will get on the Airport Channel and report:

**NOTIFICATION ONLY**

Us: 911 to Airport Dispatch

Airport Dispatch: Go Ahead

Us: We have police/fire/EMS responding to a (call classification) at (location)

**FIELD UNIT REQUESTING THEIR ASSISTANCE**

Us: 911 to Airport Dispatch

Airport Dispatch: Go Ahead

Us: Police/fire/EMS requesting your assistance for a (call classification) at (location)

**III. Airport Notification Boundaries:**

South on Hoover at Pueblo to K-42

K-42 west to Ridge Rd.

South on Ridge Rd to MacArthur

West on MacArthur to Norman

North on Norman to Tyler

North on Tyler to Kellogg DR.

East on Kellogg Dr. to Irving St.

East on Irving St. to Woodchuck

North on Woodchuck to Kellogg Dr.

East on Kellogg Dr. to Airport Rd

South on Airport Rd to Pueblo

East on Pueblo to Hoover

**Sedgwick County Emergency Communications**

Standard Operating Guidelines

**Pursuit Broadcasts**

Revised: January 2015

LE Dispatch Policy 26.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for broadcasting Traffic and Subject pursuits on all LE channels.

**II. Procedure**

When first notified over the radio of the Traffic or Subject pursuit the dispatcher should request another dispatcher broadcast the pursuit on all other channels except for the channel on which the pursuit is operating. The unit "CHASE" can be placed on the call to make it easier to find the correct call for broadcast. The broadcast should include but is not limited to the unit that is involved, a description of the vehicle or subject, direction of travel, on which channel the pursuit is to operate, and any pertinent safety information. This will generally be carried out by the pursuit channel's common channel partner. These pairings are as follows:

South/West

North/East

Shrf/Law

If the common partner is busy, then any other LE dispatcher can broadcast the pursuit on all channels.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**TSC Codes in Tag Returns**

Revised: March 2015  
LE Dispatch Policy 27.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with any specific procedures for notifying officers of Terrorism Screening Center codes attached to tag returns.

**II. Procedure**

When a dispatcher receives a TSC code in a tag return the following steps should be followed to notify the officer of the code.

1. Start a back to the Officer/Deputy.
2. Ask the Officer/Deputy if they are 10-12. If they are not, move to step 3. If they are, request that they let you know when they are not 10-12.
3. Tell the Officer/Deputy that the tag return indicates a handling code and provide the proper code. Suggested verbiage is, "Registered driver John Doe is flagged handling code 1."

The TSC is implicit in their instructions that the general public is not to be notified of these handling codes or their meanings. Do not provide any additional information over the air and do not disseminate these codes or procedures to non-public safety personnel.

Handling codes are as follows:

**TERRORISM SCREENING CENTER CODES**

Handling Code 1 – Warning Approach with Caution. Arrest this individual. This individual is associated with terrorism. Immediately contact the Terrorist Screening Center at (866) 872-9001.

Handling Code 2 - Warning Approach with Caution. Detain this individual for a reasonable amount of time for questioning. This individual is of investigative interest regarding terrorism. Immediately contact the Terrorist Screening Center at (866) 872-9001.

Handling Code 3 - Warning Approach with Caution. The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. Contact the Terrorist Screening Center at (866) 872-9001. Do not alert this subject to this notice. Ask probing questions to determine law enforcement interest. Do not arrest this individual unless there is evidence of a violation of law.

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Handling Code 4 - Warning Approach with Caution. The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. Attempt to gain sufficient information to positively identify this individual. You may be contacted at a later date and asked to forward this information. If your investigation warrants further investigation based on circumstances consistent with terrorist activity, contact the Terrorist Screening Center at (866) 872-9001. Do not alert this subject to this notice. Do not arrest this individual unless there is evidence of a violation of law.

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**Sedgwick County Emergency Communications**

Standard Operating Guidelines

**City Courts Channel**

Revised: September 2016

LE Dispatch Policy 28.0

The Municipal Court officers for the City of Wichita have their own internal talk group (or channel) that they are using, similar to the Courts channel being utilized for the Sheriff's Office. This channel is labeled CITY CRTS. This is not something dispatch will monitor. It can be found on the 'Misc LE' tab on the radio monitor.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Calls for Kansas Highway Patrol (KHP)**

Revised: November 2016  
LE Dispatch Policy 29.0

Kansas Highway Patrol is a state police agency that can respond on any type of call and take any type of report. We respond local law enforcement because they are probably closer than a trooper to the incident. Here is our policy on how to handle calls on K-96, I-135, or I-235. Calls on I-35 will be transferred to the Kansas Turnpike Authority instead.

**47:** Take the information and enter a call. Contact KHP after the information is entered to see if they are able to respond. If they have someone available, cancel the call and let everyone know they have been notified. If they do not have someone available, document in the call that they are requesting a response.

**104:** Take the information and respond. Contact KHP after the information is entered to see if they have anyone close. It is up to them if they want us to continue or disregard.

**48:** Take the information and respond. Contact KHP after the information is entered to see if they have anyone close. It is up to them if they want us to continue or disregard.

**46/VRDL with no contact:** Take the information and broadcast. Contact KHP after the information is entered.

**46/VRDL with a contact:** Transfer to KHP and stay on the line in case they exit the highway. If you transfer them and receive the recording, take the information and respond. Continue to try to notify them.

**Traffic Hazard (Includes people on the highway):** Take the information and respond. Contact KHP after the information is entered to see if they have anyone close. It is up to them if they want us to continue or disregard.

**DIST:** Take information and respond. Contact KHP after the information is entered.

Any other call other than traffic related: Take the information and respond. Notify KHP after the information is entered of our response.

**Sedgwick County Emergency Communications**  
Standard Operating Guidelines  
**Requests for EMS**

Created: October 2018  
LE Dispatch Policy 30.0

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with specific procedures for law enforcement requesting EMS to respond for an identified patient.

**II. Procedure**

When law enforcement is on the scene with an identified patient and requests EMS they will relay to the dispatcher whether they are requesting an emergent or non-emergent response. They may also provide a triage for the purpose of notifications or due to their internal operational procedures. If there is no clear indication of whether an emergent or non-emergent request is being requested, the dispatcher will enter an emergent request for all triages of code blue, red, and yellow and a non-emergent request for all triages of green.

**I. Objective**

The purpose of this Standard Operating Guideline (SOG) is to provide Emergency Communications personnel with information regarding the Integrated Care Team (ICT). The purpose of the ICT is to provide a mobile crisis response with a specialized, multi-disciplinary team to provide treatment, resources, and assistance for individuals in mental health crisis. The ICT response team is a collaboration of the Wichita Police Department, Sedgwick County Sheriff's Office, Sedgwick County EMS, Wichita Fire Department, Sedgwick County Fire Department, Comcare, and the Office of the Medical Director.

**II. Procedures**

1. The ICT response units will be comprised of a three member team, consisting of a law enforcement officer/deputy, a paramedic/firefighter, and a social worker.
2. The team will be available 10 hours a day, four days a week.
3. ICT response units will log on and respond on the radio with the call sign ICT-1, ICT-2, etc. Units will be logged on to the dispatch group ICT.
4. All dispatch personnel, across all disciplines, will assign the dispatch group ICT to their board to monitor the availability and movement of the ICT unit.
5. Law enforcement personnel assigned to the team will monitor law enforcement channels, fire personnel will monitor the Ops channel, and EMS personnel will monitor the EMS channel.
6. ICT personnel will listen for opportunities to respond (self-dispatch) to appropriate situations that can be addressed by the multidisciplinary team. The ICT team can choose to disregard other responding units.
7. When assigned to a call, ICT personnel will actively monitor and respond on the talk group of jurisdiction for the event. It is the responsibility of the dispatcher assigned to that talk group to monitor the team's status while on the call, relay call information, verify that responding personnel are aware of any safety concerns and offered backup when appropriate, check on personnel, and respond to requests from personnel.
8. Emergency Communications dispatchers may contact ICT personnel to request a response to a call that is identified by field personnel to be within the purview of the team.

The decision to respond and/or to disregard additional personnel will be made by the ICT personnel.

9. ICT personnel will clear each call with one of the following dispositions.
  - a. ICTA – Cancelled Prior to Arrival
  - b. ICTB – No Patient Found
  - c. ICTC – Refusal of Care
  - d. ICTD – Handoff to EMS
  - e. ICTE – Handoff to LE
  - f. ICTF – Treat in Place – Verbal Support
  - g. ICTG – Treat in Place – Printed Resources
  - h. ICTH – Treat in Place – Natural Support
  - i. ICTI – Treat in Place – Appointment
  - j. ICTJ – Treat in Place – Other
  - k. ICTK – Transport – Hospital, Involuntary
  - l. ICTL – Transport – Hospital, Voluntary
  - m. ICTM – Transport – SACK
  - n. ICTN – Transport – COU
  - o. ICTO – Transport – POU
  - p. ICTP – Transport – Jail
  - q. ICTQ – Transport - Other