

Officer Resource Card

Approved Radio Codes

401 - Accident	420 - Homicide
402 - Fire	421 - Sick Person
404 - Unknown Trouble	421A - Mentally Ill Person
406 - Burglary	425 - Suspicious Person
407 - Robbery	426 - Sexual Assault
408 - Drunk Individual	431 - Missing Property
410 - Reckless Driver	440 - Wanted Person
414 - Stolen Property	446 - Drugs
416 - Fight	467 - Vehicle Stop
417 - Domestic Violence	468 - Person Stop
418 - Missing Person	10-100 - Restroom Break
419 - Dead Body	10-21 - Phone call

Radio Procedures

1. Officers will communicate via Zello radio communications.

Officer must do the following every 15 Minutes on Zello :

Verbally state "Call Sign Code 4" (Example "Paul Lima Code 4")

Submit Location (Location button is located on the top right, pressing down on the " v " button which submits the location option will appear.

Code RED- Do Not Speak EMERGENCY TRAFFIC ONLY



*****Report Writing Procedures*****

Officers at the beginning of shift will create a activity report by doing the following:

A) Log into Destiny using credentials

B) Click Report Box and then Activity Box

C) Click "Continue To Add a New Report"

D) From top to bottom, you will fill out the following

- 1. Select Account (select property you are currently on)**
- 2. Enter the Start of your Shift and End of your Shift**
- 3. Every 30 minutes, the Officer will submit a New Duty.**

E) When an Officer adds new duty must do the following

- 1. click on start time (it will autofill on its own)**
- 2. Select Duty, click, and select "Foot Patrol of Property."**
- 3. In the notes section, enter a short narrative on what you observed.**

EX: I, Officer Smith, conducted a sweep of the property and observed no suspicious activity or property damage to report.

F) Officers must submit two photos with every activity.

