

MONMOUTH COUNTY SHERIFFS OFFICE

COMMUNICATIONS DIVISION



LAW ENFORCEMENT COMMUNICATIONS PLAN

**SHERIFF SHAUN GOLDEN
2023**

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1 – Introduction

The Monmouth County Sheriff's Office Communications Division is a nationally accredited Communications Center as certified by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Monmouth County consists of fifty-three municipalities, which encompass 472 square miles. The law enforcement community is made up of forty-six municipal police departments, two college departments, one military unit and one federal park agency, the New Jersey State Police, the Monmouth County Sheriff's Office, and the Monmouth County Prosecutors Office.

The coordinating agency for emergency communications in Monmouth County is the Communications Division of the Monmouth County Sheriff's Office. We operate two Communications Centers. The Public Safety Center is located at 2500 Kozloski Rd, Freehold Township, behind the Monmouth County Police Academy. The Disaster Recovery Center is located at 1825 Rt. 33, in Neptune Township. The Public Safety Center is staffed twenty-four hours a day, seven days a week, by 110 fully trained communications operators. The Communications Center is under the direction of Sheriff Shaun Golden, Undersheriff Robert Dawson, 9-1-1 Coordinator Dawn Sommeling, and Training Coordinator Scott Nielsen.

2 – Law Enforcement County Wide Radio Channels

Although the law enforcement community in Monmouth County is diverse, and individual municipalities use a variety of radio frequencies for daily operation, the following radio channels have been authorized for countywide use. These channels were developed to better protect the citizens of Monmouth County, by allowing the law enforcement community to better communicate on a county and statewide basis.

The radio channels available are:

Sheriff's 1

Monmouth County Public Safety Trunk Radio System

Monmouth County Hot Line WIK-851 472.71250 MHz
Countywide Base Communications Channel
Base to Base

The Countywide Hot Line is a fixed base system that interconnects all of the manned law enforcement dispatch facilities within Monmouth County. This system serves as an instantaneous alerting system for the Monmouth County Law enforcement community and as a backup notification system between the 9-1-1 PSAP's and PSDP's should the telephone relay system fail. The Hot Line shall be used for emergency purposes only, and not as a means for routine communications.

SPEN 1 KEA-317 154.680 Mg
Statewide Law Enforcement Communications
Base to Base within New Jersey
Base to Mobile within New Jersey
Mobile to Base within New Jersey

This Statewide radio channel is a system that interconnects all of the manned law enforcement dispatch facilities within the State of New Jersey. This system serves as an instantaneous alerting system for the New Jersey Law Enforcement community. The SPEN 1 frequency shall be used for emergency purposes only, and not as a means for routine communications.

New Jersey Statewide Interoperability Channels (Portables only)

Monmouth County Communications has over 300 portable radios available to agencies on an emergency basis for use at major events.

VTAC, UTAC, and 7TAC Frequencies should be installed in portable radios of Police sergeants and above. These frequencies should be used for emergencies and interoperability purposes only and should be cleared with the Monmouth County Communications Center or Field Com before using.

3 - Radio Procedures

- ✓ Law enforcement radio channels shall be used only to transmit communications essential to related activities.
- ✓ All transmissions shall be professional, brief, and to the point.
- ✓ Phrases such as thank you, please, when you get a chance, etc. are unnecessary and shall not be used.
- ✓ Avoid familiarity. Never transmit a person's first name or nickname. If it is necessary to identify someone on the air, use his or her rank and last name.
- ✓ Maintain radio silence when:
 - o Within 200 yards of blasting operations.
 - o When a transmission will interfere with another transmission in progress.
 - o Instructed to standby.
- ✓ Communications shall be limited to:
 - o Calls for service.
 - o Unit transient status.
 - o NCIC / DMV requests.
 - o Communications necessary for day-to-day operations.
- ✓ Messages are classified in two categories, urgent and routine, with the priority in that order. The radio operator must determine the priority of the calls. When a unit is calling with an emergency, transmit emergency immediately after the car unit identification number.
- ✓ Urgent Calls are life or property threatening.
- ✓ The use of slang, cursing, or laughing is prohibited.

- ✓ Questions concerning procedures are not to be discussed on the air.
- ✓ All radio calls shall receive immediate attention.
- ✓ Reliability must never be sacrificed for speed, yet speed is of equal importance.
- ✓ When transmitting a call for service, give a cross street or a landmark when available.
- ✓ Never use the egotistical “I”, always use third person communications.
- ✓ When transmitting a number such as one hundred twenty three, transmit it as one two three.
- ✓ Eliminate all unnecessary talking on the air.
- ✓ The “echo” procedure shall be used at all times to insure that the message is received correctly the first time and eliminate the need to repeat the message.
- ✓ The “ECHO” procedure is used to emphasize the important parts of a radio message and to ensure that the radio message is received correctly.

A. Monmouth County Approved Ten Codes

Under the NIMS (National Incident Management System), the use of ten codes is being strongly discouraged.

If your agency feels that the use of Ten Codes is necessary, the following policies shall apply when using county or state channels:

- ✓ Ten Codes are used for Law Enforcement purposes only and are not to be used on any other frequencies.
- ✓ Ten Codes are not meant to transmit a secret message; instead they are intended to eliminate unnecessary radio traffic.
- ✓ Ten Codes not listed are not considered official, and not to be used on county channels.
- ✓ Ten Codes are not abbreviated. Always transmit the complete code.

Correct use of Ten Codes:

“33-5 10-15 Ocean Av. and Beach Rd. unknown injuries”

Incorrect use of Ten Codes:

“33-5 I have a report of a 10-15 in the area of Ocean and Beach; the caller said she did not know if there were injuries.”

OFFICIAL MONMOUTH COUNTY TEN CODES

10-0	Official Present	10-26	Alarm Sounding
10-1	Stand-by for Phone Call	10-27	Meet for Official Business
10-2	Call by Phone	10-28	Murder
10-3	Report to Headquarters	10-29	D.O.A
10-4	Acknowledge	10-30	Assault
10-5	Repeat	10-31	Domestic
10-6	Stand-By	10-32	Disorderly
10-7	Out of Service	10-33	Sex Crime
10-8	In Service	10-34	Fight
10-9	On Location	10-35	Suspicious Person
10-10	Complete	10-36	Vandalism
10-11	Prepare to Copy	10-37	Mental Case
10-12	Record Check	10-38	Robbery
10-13	Look Up	10-39	Larceny
10-14	Assist Motorist	10-40	Burglary
10-15	Motor Vehicle Accident	10-41	Prisoner, Subject
10-16	Hit and Run	10-42	Explosive Threat
10-17	Wrecker Needed	10-43	Riot, Civil Disorder
10-18	First Aid	10-44	Motor Vehicle Stop
10-19	Fire	10-45	Hazardous Material
10-20	Location	10-46	
10-21	Abandon Vehicle	10-47	Subject Armed ____
10-22	Stolen Vehicle	10-48	OFFICER IN TROUBLE
10-23	Suspicious Vehicle	10-49 URGENT	
10-24	Intoxicated Driver/Person	10-50 USE CAUTION	
10-25	Escort	10-60	Radio Secure

SIGNAL 1-1-1 MAINTAIN RADIO SILENCE UNLESS URGENT

B – INTERNATIONAL PHONETIC ALPHABET

- ✓ Proper pronunciation of the Phonetic Alphabet is very important, particularly when spelling names of suspects, when doing registration checks, and when giving chemical names during Hazardous Materials incidents.
- ✓ Proper pronunciation is as follows:
A - Alpha B - Bravo
Not Alpha Bravo or Alpha Broadway

✓ International Phonetic Alphabet

A Alpha	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Gulf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliet	W Whiskey
K Kilo	X X-Ray
L Lima	Y Yankee
M Mike	Z Zulu

MUNICIPAL IDENTIFIERS

63	Aberdeen	97	NJ Marine Police
81	Allenhurst		
82	Allentown	29	Matawan Boro
83	Asbury Park	31	Middletown
85	Atlantic Highlands	32	Millstone
86	Avon By The Sea	33	Monmouth Beach
87	Belmar	55	Monmouth University
88	Bradley Beach	57	Monmouth Park
99	Brielle	34	Neptune Township
56	Brookdale College	35	Neptune City
84	Colts Neck	72	NJ ATF
61	Deal	37	Ocean Township**
94	NWS Earle	38	Oceanport
11	Eatontown	96	Old Bridge
12	Englishtown		
13	Fair Haven	69	MCSO Communications
14	Farmingdale	58	Private Ambulance
79	FBI	66	Probation
93	County Fire Marshal	89	Prosecutors Office
92	Fish and Game	64	Red Bank
15	Freehold Boro	73	Red Cross
16	Freehold Township	41	Roosevelt
74	Gateway NRA (Sandy Hook)	42	Rumson
39	Hazlet	43	Sea Bright
17	Highlands	44	Sea Girt
18	Holmdel	45	Shrewsbury Boro
19	Howell	46	Shrewsbury Township
62	Interlaken	66	Sheriffs Office
68	Corrections	47	Lake Como
67	Monmouth County OEM	48	Spring Lake Boro
21	Keansburg	49	Spring Lake Heights
22	Keyport	36	Tinton Falls
23	Little Silver	65	Union Beach
24	Loch Arbor	51	Upper Freehold Township
25	Long Branch**	52	Wall Township
26	Manalapan	53	West Long Branch
27	Manasquan	95	SPCA
28	Marlboro Township		

Agencies listed in BOLD Print are dispatched by Monmouth County Communications

**** Agencies utilize Spillman**

D - Broadcasts

- ✓ The Monmouth County Sheriff's Office, Communications Center will transmit radio broadcasts for listed crimes and events that occurred in the last eight hours.
 - o Stolen Vehicles
 - o Wanted Vehicles
 - o Wanted Persons
 - o Murder/Homicide,
 - o Robbery, Burglary, Larceny
 - o Assault,
 - o Missing Persons
 - o Juveniles, Physically Impaired, Mentally Impaired, Endangered.
 - o Police Information
 - o Criminal Investigations or Activities
- ✓ All Broadcasts shall be preceded with an alert tone
- ✓ Unwitnessed stolen vehicle or non-violent crimes shall be broadcast over the Sheriff 1, Monmouth County Hot Line and surrounding agencies dispatched out of this center.
- ✓ Violent type crimes, crimes in progress and crimes where flight out of county is possible, will also be broadcast on SPEN 1
- ✓ Additional information and deletions should be relayed to Monmouth County at the earliest possible time, so that messages may be updated.
- ✓ Advisory type messages such as major road closings will be broadcast.
- ✓ To request a message be broadcast call the Communications Center at 732-577-8700.

E – MOCIB

- ✓ The Monmouth County Sheriff's Office, Communications Center will broadcast MOCIB's for the following crimes:
 - o Arson
 - o Burglary
 - o Carjacking
 - o Kidnapping
 - o Murder
 - o Robbery
 - o Sexual Assault

- ✓ Phase 1 should be implemented within 5 minutes of the occurrence of the crime.
- ✓ Phase 1 may be initiated by the county call taker, or municipality with the following information: type of crime, zone, location of incident, mode of escape, direction of travel, and any other pertinent information.
- ✓ Within five minutes of the phase I MOCIB being broadcast, the investigating agency should supply the county communications center with all pertinent information about the crime, suspects, mode of escape, direction of travel, etc.
- ✓ Phase II will remain in effect for thirty minutes. At this time, the investigating agency will notify the county communications center if the MOCIB is being extended or secured.

4 – SPECIAL OR UNUSUAL EVENTS

The County Communications Center has available special equipment, vehicles, and procedures that can be used in times of special or unusual emergencies.

A. TELEPHONE FAILURES

- ✓ Contact Monmouth County by radio and we will attempt the following:
 - o Monmouth County will contact the telephone company and have your telephones switched over to county.
 - o Relay all your calls by radio to your dispatch center.

B. POWER FAILURES

- ✓ Contact Monmouth County by mobile or portable radio and we will attempt the following:
 - o Contact the telephone company and attempt to have your telephones switched to county
 - o A Mobile Command Post shall be dispatched to your agency, and if possible, power will be supplied from our on board generators.
 - o If power cannot be supplied, calls for service can be relayed from Monmouth County to the Mobile Command Post, and then relayed to your units.
 - o Portable radios are available to assist in this function if needed.

C. MAJOR INCIDENTS / DISASTERS

- ✓ Should a major incident, such as a fire, fatal fire, civil disturbance, mass transit accident, mass casualty incident, MOCERT response, Hazardous Materials incident, parade, or other large gathering occur, Monmouth County shall make available, and dispatch if warranted a mobile communications unit and communications operators to the scene. They will assist the local municipality, county and state officials that may be at the scene.

D. HOSTAGE SITUATIONS

- ✓ A portable hostage negotiations phone is available to permit direct negotiations between the hostage taker and the negotiator.
- ✓ The system consists of a negotiator phone, 1200 feet of cable, and the hostage taker telephone.
- ✓ The system allows a police negotiator to communicate with the hostage taker, while monitoring all communications with earphones or a desktop speaker.
- ✓ The system shall be transported by a field communications unit when requested and shall be turned over to the officer in charge. The communications Operator and Field Communications Unit shall remain at the scene to act as the command post and assist as needed.

E. MUTUAL AID RESOURCES

- ✓ Requests for mutual aid assistance should be directed to the Monmouth County Communications Center. This is the only effective way to coordinate activities and keep accurate status of resources.
- ✓ Requests may include:
 - o K-9 Units (Narcotic, Tracking, Patrol, Explosive)
 - o Helicopter
Monmouth County has a helicopter available for law enforcement assignments when it is not being used for its respective duties. The aircraft is equipped with a searchlight for night assignments but cannot be used for Medevac assignments.
 - o Manpower
Manpower requests should be requested through the Monmouth County Communications Center. These requests should be made when large numbers of officers are needed for an emergency. The request must be specific and include the number, and type of officers needed, where they are to report for staging, where the emergency is located, and the nature of the emergency.

- o **Marine Units**

Requests should be requested through the Monmouth County Communications Center. These resources are available 24 hours a day for aquatic emergencies. The request must include the incident location and number of victims.

5– AVAILABLE SPECIAL EQUIPMENT

The Monmouth County Sheriff's Office Communications Division has special equipment available to Law Enforcement Agencies in Monmouth County. This includes:

- **2 Mobile Communications Units**

- o Units are available twenty-four hours a day, seven days a week for emergency and non-emergency events, which occur in Monmouth County.
- o Units are equipped with a telescoping camera able to view and record events and incidents from the field com unit.
- o Units are equipped with a variety of radio equipment to facilitate radio communications at the scene.
- o Provide additional radio channels to facilitate communications.
- o Provide additional portable radios at the scene to enable all personnel to communicate on common frequencies.
- o Provide interoperability through the linking of several channels together.
- o Units are equipped with cellular/satellite telephones. Both units are completely self-supportive, including staffing, and there is no cost to the requesting agency.
- o These units are essential in emergency situations to act as the on-scene command post and facilitate communications between various agencies involved in the incident.
- o For non-emergency events such Municipal Days, Fairs, Parades and Festivals the Field Communications Units provide an on-scene command post / remote police station for coordination of all functions of the event.

- ✓ Portable Radio Network
 - o This system includes over 150 portable radios available on a variety of channels, but all have a common channel.
 - o This system also includes portable base stations, which can be installed at a location for a special event to act in coordination with the Field Communications units, and portables.
 - o Portable repeaters on UHF Channel 10 and UTAC channels with supporting radios. These systems are good for a 1 to 3 mile radius depending on locations of portable antennas
 - o Portable Inter-operability units (ICRI) / ACU 1000's. These units allow our field units to patch different frequencies and frequencies of different ranges together to facilitate interoperability at the scene.
 - ✓ Public Address System
 - o Monmouth County has a portable public address system available to local authorities
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MONMOUTH COUNTY SHERIFFS OFFICE COMMUNICATIONS DIVISION

TELEPHONE NUMBERS

EMERGENCY	9-1-1
NON-EMERGENCY	
Public Safety Center (Freehold	732-577-8700
Public Safety Center Fax Number	732-431-7103
Disaster Recovery Center (Neptune	732-643-5700
Disaster Recovery Center Fax Number	732-643-5738
TDD	All Lines
Help Desk	732-431-6400 Extension 1600

Administrative Numbers

Shaun Golden Sheriff	732-431-6400 Extension 1112 SGolden@MCSO NJ.org
Phil Meehan Undersheriff	732-431-6400 Extension 1719 PMeehan@MCSO NJ.org
Dawn Sommeling Monmouth County 9-1-1 Coordinator	732-431-6400 Extension 1629 DSommeling@MCSO NJ.org
John Cuccia Supervisor/Field Comm	732-431-6400 Extension 1626 JCuccia@MCSO NJ.org
Radio Repair Shop	732-431-6400 Extension 1622
Administrative Secretary	732-431-6400 Extension 1111