



Roll Call Training Bulletin

Produced by: Dispatch supervisor Kelly Joy, Communications Center
Prepared by: Officer Rose Cabrera, PSU

Daniel Hahn, Chief of Police
Volume 87

Unencrypted Radio Communications 12-30-20

Radio communications are regulated by policies and procedures established by the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) that aim to protect Criminal Justice Information (CJI) and Personal Identifying Information (PII).

California law defines PII as an individual's first name, or first initial, and last name in combination with any one or more specific data elements. See table below for combinations that constitute PII.

Individual Name	Data Element
Last Name and First Name (Doe, John or John Doe) Or Last Name and First Initial (Doe, J or J. Doe)	<ul style="list-style-type: none">• Driver license number (DL)• Identification card number (ID)• Social security number (SSN)• Passport number• Military ID number• Other government-issued documents

Broadcasting over the air any combination of information from the left and right columns above in a single radio transmission is a violation of FBI CJIS Security Policy sections 5.10 and 5.13 and CLETS PPP section 1.6.4.

In order to comply with DOJ Information Bulletin CJIS 20-09, anyone broadcasting PII on an unencrypted radio frequency must break up PII into multiple radio transmissions. Refer to the procedures below.

Procedure when querying a driver's license/identification by name and date of birth:

Unit: "MOTOR88, 978 by name."

Dispatch/warrants radio: "MOTOR88, go ahead with 978."

Unit: "MOTOR88, DOE." break, <unkey the mic>

Unit: "MOTOR88, JOHN. DOB 01.01.01"

Dispatch/warrants radio: "MOTOR88, your 978 last of Doe comes back valid to A1234567."

Procedure when querying a driver's license/identification by number:

Unit: "MOTOR88, 978 by number."

Dispatch/warrants radio: "MOTOR88, go ahead with 978."

Unit: "MOTOR88, A1234567."



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Dispatch/warrants radio: "MOTOR88, your 978 A1234567 comes back suspended effective 01.01.02 authority 13365 to the last of Doe." <break, unkey mic>
Dispatch/warrants radio: "MOTOR88, first of John."

Additional information such as address, date of birth, and physical descriptors should only be provided when requested through a separate transmission.

Procedure when requesting the address information from driver's license/identification inquiry:

Unit: "MOTOR88: Can you advise of address on 978?"
Dispatch/warrants radio: "MOTOR88, address on 978 is 5770" <break, unkey mic>
Dispatch/warrants radio: "MOTOR88, Freeport Blvd, Sacramento."

Address information should be limited to the city and first three characters of the street address when given in a single transmission in order to limit PII over the radio, unless exigent circumstances exist. If the full address must be given over the radio, the numeric must be in a separate radio transmission than the rest of the address.

CJI should be requested via Mobile Data Computer (MDC) or phone in most circumstances. If CJI must be requested by radio, refer to the procedures below.

Procedure when requesting the CJI on a person with no history or flags:

Unit: "MOTOR88: Can you run subject by name/xref?"
Dispatch/Warrant radio: "Motor88 go ahead"
Unit: "Motor88, Last of Doe <break, unkey mic>
Unit: "Motor88, first of John dob 01.01.2020"
Dispatch/Warrants Radio: "Motor88, negative remarks on your subject last of Doe"

Procedure when requesting the CJI on a person with history or flags:

Unit: "MOTOR88: Can you run subject by name/xref?"
Dispatch/Warrant radio: "Motor88 go ahead"
Unit: "Motor88, Last of Doe <break, unkey mic>
Unit: "Motor88, first of John dob 01.01.2020"
Dispatch/Warrants Radio: "Motor88, for your subject last of Doe check your mobile cad or call in"

When calling into Warrants Radio, officers will contact 916-808-0611. When calling into the Communications Center, officers will contact 916-732-0111.



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If exigent circumstances exist related to peace officer safety or the safety of the public, a peace officer may provide information in one transmission to allow for the broadcasting of identifying information and/or to aid in locating a potential suspect (e.g. an officer requesting additional units due to someone being uncooperative, foot pursuit, vehicle pursuit, weapons calls, or other felonies in progress that jeopardize the safety of the peace officer and/or the safety of the public. Once the suspect is apprehended, all personnel should continue to limit the broadcast of CJI and PII.

REVIEW QUESTIONS: Answer true or false

1. An officer can run a driver's license for status over the radio using the number and full name in one transmission.

Answer: False, running a driver's license number and full name in the same transmission is no longer allowed.

2. A dispatcher can give the full street address of an individual whose being run by a unit during one radio transmission.

Answer: False, address information should be limited to the city and first three characters of the street address when given in a single transmission in order to limit PII over the radio, unless exigent circumstances exist. If the full address must be given over the radio, the numeric must be in a separate radio transmission than the rest of the address.

3. Criminal Justice Information (CJI) can be relayed over the radio during routine operations.

Answer: False, CJI information should only be relayed over the phone or MDC in routine operations.