

## **RADIO PROCEDURE and RADIO DISCIPLINE**

### **About This Procedure**

This procedure explains how radio communications are to be conducted on the Capri Neighbourhood Watch radio network.

The importance of correct and disciplined radio use should be understood by all users operating on the net.

### **Radio Discipline**

There are some very basic rules which, when followed, assist in providing good discipline and radio use.

### **ABC**

**A – ACCURACY:** think before transmitting

**B – BREVITY:** be concise, no profane language

**C – CLARITY:** speak clearly – use RSVP

### **RSVP**

**R – RHYTHM:** use normal speech rhythms

**S – SPEED:** speak at a normal conversational speed

**V – VOLUME:** don't shout or speak too softly

**P – PITCH:** in normal circumstances, use conversation pitch – high-pitched speech can cause alarm.

## **Voice Procedure**

Correct Voice Procedure (VP) is essential for the accurate dissemination of information when making and receiving radio transmissions. Incorrect use causes confusion and ultimately compromises the goal for which the network was established, namely, the safety of residents in the area. All users should acquaint themselves with the common radio terms and keywords.

### **Commonly used Radio Keywords**

**OVER:** I have finished talking and am waiting for your reply.

**OUT:** I have finished talking and do not expect a reply.

**ROGER:** I understand what you just said.

**WILCO:** I understand what you just said and I will comply.

**SAY AGAIN:** Repeat your last transmission.

**I SAY AGAIN:** I am about to repeat my last transmission.

**WAIT:** I must pause for a few seconds.

**READ BACK:** Repeat what I just said (so I can verify you got it correctly).

**RADIO CHECK:** Tell me how clearly you are receiving me on a scale of 1 to 5.

A reply would be **Receiving you strength 3** or **Loud and clear**.

## **Initiating a Transmission**

Unlike the telephone which is normally point-to-point (only two people on the call), radio communications have many stations sharing the same frequency, so it is very important to always identify who you are, what channel you are on and who you wish to talk to. Once communications is established with the desired correspondent, an abbreviated call identifying yourself only may be used.

### **The formats are**

#### **Full Call:**

(callsign) THIS IS (callsign) watch channel, e.g. DAVID this is SHAWN CNHW ON CH2. OVER.

#### **Abbreviated:**

THIS IS (call-sign). OVER.

## Operating Example 1

In this example, there are two stations, callsign PATROL (a two-man patrol currently on duty) and CONTROL (the watch coordinator). Control wishes to establish the location of Patrol and then reposition them as part of a cordon that is being established in response to an incident. Once in position, Patrol requests a radio check to verify that they have communications with Control.

- Patrol, this is Control. What is your location? OVER.
- Control, this is Patrol we are on the corner of Capri and Shetland. OVER.
- This is Control move to the top of Jamaica Drive and monitor pedestrian traffic. Report sighting of young adult male with following description ... OVER.
- This is Patrol, WILCO OUT.
- Control this is Patrol. RADIO CHECK. OVER.
- Patrol this is Control. Receiving you strength 4. OVER.
- This is Patrol. ROGER. I am in position. OUT.

## Operating Example 2

A resident is disturbed at night and suspects that there is an intruder in the house. He makes an alarm call.

- ALARM 20 Grand Bahama Drive, this is Barry. Intruder in the house. Repeat. 20 Grand Bahama Drive. Intruder in the house. OVER.

**Radio chatter must be kept to an absolute minimum after 10 pm. If anyone needs to chat, you can do so using your cell phones.**

**At all times keep the transmission to an absolute minimum as others might have something urgent to broadcast.**

### Radio channels to use

#### Ch 11

Capri Neighbourhood Watch and Rapid Response team should be listening.

#### Ch 13

"Chatter channel" for chat between patrollers. This will not affect other emergency channels. Non-emergency, SAPS and armed response services, have said that they will respond on this channel.

#### Ch 15

You can listen in on radio activity from all channels but you can't respond on this channel.

#### Ch 01

Emergency.



# RADIO PROCEDURE

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