

Policy Number: 06-006

Lucas County Sheriff's Office  
Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

2

SECTION: RECORDS

PHONETIC ALPHABET AND  
DISPOSITION CODES

**I. POLICY**

It is the policy of the Lucas County Sheriff's Office to ensure clear, concise, and effective communication during radio transmissions. In order to do so, officers and clerks will use the Phonetic Alphabet and established Disposition codes over the air when appropriate.

**II. PROCEDURE**

1. When an officer is requesting vehicle plate information from the clerk, they will use the Phonetic Alphabet for the letters of the plate (i.e. Ohio EOC911, the officer would state "Ohio – E-Edward – O-Ocean – C-Charles – Nine – One – One).
2. When an officer is requesting information on a subject from the clerk, they will use the Phonetic Alphabet to spell the person's name last name and first name if they feel it is necessary to spell out to the dispatcher. (i.e., James Smith, the officer would state "Last name is S-Sam – M-Mary – I-Ida – T-Tom – H-Henry, and the first name is J-John – A-Adam – M-Mary – E-Edward – S-Sam. The officer will then state the person's date of birth and identification number if they have one).
3. When an officer is requesting information on a subject from the clerk, they may also request their information using their identification number and last name (i.e., Ohio Driver's license #TF1234 would be transmitted as: Ohio – T-Tom – F-Frank – one – two – three – four. Last name is S-Sam – M-Mary – I-Ida – T-Tom – H-Henry).
4. When an officer or clerk feels they have to spell out a word or name while relaying information over the radio, they will use the Phonetic Alphabet.
5. When a clerk is relaying the requested information back to the officer, they will use the established Disposition Codes (i.e., the clerk would state "Your subject is K – King" which means known but not wanted).

6. When an officer is on a call for service, they will use the Disposition codes throughout the call (i.e., the officer has arrested a subject, he or she would relay to the clerk they are "A – Adam").

#### PHONETIC ALPHABET

A - Adam	J - John	S - Sam
B - Boy	K - King	T - Tom
C - Charlie	L - Lincoln	U - Union
D - David	M - Mary	V - Victor
E - Edward	N - Nora	W - William
F - Frank	O - Ocean	X - X-ray
G - George	P - Paul	Y - Young
H - Henry	Q - Queen	Z - Zebra
I - Ida	R - Robert	

#### DISPOSITION CODES

A - Arrest made	H – Subject gone on arrival
B - Offense report taken	I - Call cancelled before arrival
C - Citation issued	J - Officer needs assistance
D - Subject warned	K - Known not wanted
E - Assistance rendered	L - No local record
F - No police action required	M - Prior moving violation(s)
G - Unable to locate	