

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE

16.3

June 24, 2011

TO: All Commanding Officers

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: K-9 SEARCH ANNOUNCEMENT AUDIO RECORDING ON MOBILE DISPATCH COMPUTER INSTRUCTIONS

The Mobile Dispatch Computers (MDCs) mounted in Department vehicles are currently being updated with a file folder containing K-9 Search Announcement audio files both in English and Spanish. This was done to provide a standardized K-9 announcement to be broadcast over the vehicle public address speaker system prior to a K-9 search. Once updated, the MDC will display an icon of a German Shepherd dog titled "K-9 Callout Audio."

To playback the announcement file, use the following steps:

- Increase the volume of the MDC to the maximum, making sure that Audio is not on mute.
- Double click on the "K-9 Callout Audio" icon. This will open the "K-9_Callout_Audio" file folder, containing two pre-recorded files, "K9_English" and "K9_Spanish."
- Switch the vehicle's radio to the public address (PA) mode.
- Double click on the appropriate language version of the recording. This will open the media player with a separate volume control that can also be adjusted to increase or decrease the volume of the audio play back.
- Hold the radio microphone approximately 3 to 4 inches above the center of the keyboard and key the microphone while the announcement is played. To replay the announcement, click the play button of the media player.
- To play an alternate language recording, double click on the appropriate file in the "K9_Callout_Audio" file folder. Currently, only English and Spanish versions are available.

The playing of the recorded K-9 announcements should only be done at the direction of a Metropolitan Division K-9 officer or K-9 supervisor. These recordings are to be used solely to warn the surrounding community and outstanding suspect(s) that a K-9 search is about to be conducted. To maximize the effectiveness of the broadcast, the vehicle's PA speaker should be directed at and have an unobstructed "view" of the targeted area.

All Commanding Officers

Page 2

16.3

If you have any questions regarding this procedure, please contact Captain John Incontro, Commanding Officer, Metropolitan Division, or Lieutenant Robert Arcos, Officer in Charge, K-9 Platoon, Metropolitan Division, at (213) 972-2420.

APPROVED:



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