

Radio Etiquette 101

Transmitting

Key, Hesitate, Talk

This method helps avoid "clipping" the front end of your transmission. Click to transmit, count to "one thousand one" & then talk.

Stop, Hesitate, Release

This helps to prevent clipping the end of your radio transmission & vital information isn't lost.

Clipping: This is speaking before your radio is prepared to transmit, talking as soon as or before you hit the button, and unclicking the button before you finished speaking. It causes parts of your message to be cut off.

Fading: This is when the voice volume drops or fades at the last part of the transmission. Ensure your volume is consistent throughout the entire radio transmission.



Remember Your ABC's

Accuracy

Think about what you're going to say, before you transmit & what information you need to include.

Brevity

Use short sentences, avoiding "ums" & "ahs". Avoid "thinking out loud" or "writing a novel" on the radio.

Clarity

Don't shout or whisper, speak at a conversational volume. Make sure your mouth is clear before speaking. Position your mic so it's not pressed against your mouth, but not too far away that your transmission is quiet.



As anyone on either side of the radio may be handling things you don't know about, make sure they are ready to receive your traffic before giving information or dispatching a call.

Phonetic Spelling

Whether you use the police or military phonetics, always utilize them when giving names, addresses, or other information that may be difficult to understand or may sound like multiple things.

Watch Your Speed

When we are excited/emotional or have a lot of information to get out, it can be tempting to talk at a much faster rate. This can be counterproductive as it can make it harder for those on the other side of the radio to understand us or write down information if needed.

Professionalism

- Express courtesy by tone of voice & manner of presentation, not words
- Remain impersonal, speak in third person language
- Acknowledge all radio transmissions promptly