



GENERAL ORDER

DATE OF ISSUE

23 April 1969

EFFECTIVE DATE

24 April 1969

NO.

69-15

SUBJECT

ORAL COMMUNICATIONS

DISTRI-
BUTION

C

AMENDS

REFERENCE

RESCINDS

General Order 64-26

I. PURPOSE

This order continues procedures to be used by Department members in order to eliminate confusion in oral communications.

II. THE PHONETIC ALPHABET

A. All personnel will use the following phonetic alphabet exclusively for all oral communications which might otherwise be misunderstood:

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

B. This alphabet will be used every time a word or name must be spelled in a telephone or radio communication; for example, the name Braun will be transmitted "Boy, Robert, Adam, Union, Nora."

III. NUMBERS

A. Each time an address, phone number, license number, serial number, or descriptive number of any type is transmitted, the numerals will be pronounced digit by digit.

B. The following example demonstrates the proper transmission of the license number GY 1961: "George, Young, one, nine, six, one" -- not "GY nineteen sixty-one."

Superintendent of Police