



TYLER POLICE DEPARTMENT

GENERAL ORDER: 23.500

	POLICE RADIO SYSTEM PROCEDURES	
	EFFECTIVE DATE: 09-01-1999	
	REVISED DATE: 10-01-2021	
CALEA STANDARDS: 81.2.4; 81.3.3		

23.501 PURPOSE

- A. The purpose of this policy is to provide guidelines regarding the use of the Police Radio system.

23.502 TALK GROUP ASSIGNMENT – [CALEA Standard: 81.2.4; 81.3.3]

- A. **PD DISP 1** shall be assigned as the primary talk group for the City of Tyler. This talk group is recorded.
- B. **PD DISP 2** shall be assigned as the primary operating talk group for investigators, information checks, and Municipal Court. This talk group is recorded.
- C. **PD DISP 3** shall be assigned as the primary operating talk group for the Traffic Unit. This talk group is recorded.
- D. **CAR 2 CAR** shall be assigned to the entire police department. This talk group is for use by personnel out in the field that have a need to communicate with other personnel without the need for involvement by the dispatch center. This talk group is not recorded.
- E. **TACT** shall be assigned to the entire police department. This talk group is to be used by personnel needing a dedicated talk group while conducting police operations.
- F. **AIRPORT** shall be assigned as the primary talk group for use by personnel assigned to Tyler Municipal Airport. This talk group is not recorded.
- G. **PD SOT** shall be assigned as the primary operating talk group for SWAT operations. This talk group is not recorded.
- H. **PD SWAT SIM** shall be assigned as the primary operating talk group for SWAT operations. This talk group is the same as the PD SOT talk group with one exception, messages sent on this talk group will not be relayed by repeaters on the system, effectively limiting the range of the traffic to the broadcasting range of the radio making the transmission.
- I. **PD VICE** shall be assigned to the Investigative Division as the primary operating talk group for Vice and Intelligence functions. This talk group is not recorded.

- J. **FD DISP** shall be assigned to the Fire Department as the primary operating talk group for fire operations. This talk group is recorded.
- K. **FDOPS1** shall be assigned to the Fire Department as an operating talk group for fire operations. This talk group is recorded. This talk group does not appear on Police Department mobile and portable radios.
- L. **FDOPS2** shall be assigned to the Fire Department as an operating talk group for fire operations. This talk group is recorded. This talk group does not appear on Police Department mobile and portable radios.
- M. **FDOPS3** shall be assigned to the Fire Department as an operating talk group for fire operations. This talk group is recorded. This talk group does not appear on Police Department mobile and portable radios.
- N. **TFDADM** shall be assigned to the Fire Department for use by administrative and investigative personnel. This talk group is not recorded. This talk group does not appear on Police Department mobile and portable radios.
- O. **TYLER CITYSUP** shall be assigned to Animal Control as the primary operating talk group for animal control activities / operations. This talk group is not recorded.
- P. **STREET** is assigned for use by personnel assigned to the Street Department. This talk group is not recorded.
- Q. **SC SO DISP** is assigned to the Smith County Sheriff's Department. This talk group is used by Smith County 911 Communications District as the SCSO's primary dispatch. This talk group is not recorded.
- R. **SC INFO** is assigned to the Smith County Sheriff's Department. This talk group is used by the investigators. This talk group is not recorded.
- S. **TJC PD** shall be assigned to the Tyler Junior College Police Department.
- T. **UTT PD** shall be assigned to the University of Texas at Tyler Police Department.
- U. **TISD PD** shall be assigned to the Tyler Independent School District Police Department.
- V. **TX DPS** shall be assigned to the Texas Department of Public Safety.
- W. **EMS DISP** is assigned to East Texas Medical Center Emergency Medical Services. This talk group is used for dispatching medical calls. This talk group is not recorded.
- X. **ETMC AIR** is assigned to East Texas Medical Center Air Unit. This talk group is used for dispatching medical calls. This talk group is not recorded.
- Y. **TYR TRAVEL** shall be used anytime an officer leaves Smith County while traveling or as a result of a pursuit. This talk group covers twenty-two counties. This talk group is not recorded.
- Z. **PSTACT1** is assigned to all public safety users of the radio system. This talk group is for use by operations requiring one or more public safety departments. This talk group is recorded.

- AA. **PSTACT2** is assigned to all public safety users of the radio system. This talk group is for use by operations requiring one or more public safety departments. This talk group recorded.
- BB. **PSTACT3** is assigned to all public safety users of the radio system. This talk group is for use by operations requiring one or more public safety departments. This talk group is recorded.
- CC. **WATER** is assigned to the Water Utilities Department. This talk group is not recorded.
- DD. **P WORK** is assigned for use by Public Works. This talk group includes engineering, vehicle maintenance, Inspections, and the Traffic Department. This talk group is not recorded.
- EE. **PARKS** is assigned for use by personnel assigned to the Parks Department. This talk group is not recorded.
- FF. **SWASTE** is assigned for use by personnel assigned to the Solid Waste Department. This talk group is not recorded.
- GG. **BUS** is for use by personnel assigned with Tyler Transit. This talk group is not recorded.

Note: There are multiple interoperability channels, both State and Federal not listed above that are available in D, E, and F radio banks for handheld radios.

23.503 RADIO NUMBER ASSIGNMENTS

- A. Department police radio number assignments are at the discretion and approval of the Chief of Police.
 - 1. A master log will be maintained of all radio number assignments.

Master Radio Assignment Log	
Office of the Chief	
Position:	Radio Number:
Chief of Police	Unit 1
Integrity Unit Sergeant	Unit 11
Integrity Unit Inspector/Investigator	Unit 14
Public Information Officer (PIO)	Unit 15
Patrol Division	
Position:	Radio Number:
Asst. Chief of Police	Unit <i>Badge #</i>
Day Shift Lieutenant	100
Evening Shift Lieutenant	200
Night Shift Lieutenant	300
Patrol Response Unit Lieutenant	700
Day Shift Sergeants	191 – 198
Evening Shift Sergeants	291 – 298
Night Shift Sergeants	391 – 398
Day Shift Beat 1 Officers	111 – 119
Day Shift Beat 2 Officers	121 – 129
Day Shift Beat 3 Officers	131 – 139

Day Shift Beat 4 Officers	141 – 149
Day Shift Beat 5 Officers	151 – 159
Day Shift Beat 6 Officers	161 – 169
Day Shift Beat 7 Officers	171 – 179
Day Shift Beat 8 Officers	181 – 189
Evening Shift Beat 1 Officers	211 – 219
Evening Shift Beat 2 Officers	221 – 229
Evening Shift Beat 3 Officers	231 – 239
Evening Shift Beat 4 Officers	241 – 249
Evening Shift Beat 5 Officers	251 – 259
Evening Shift Beat 6 Officers	261 – 269
Evening Shift Beat 7 Officers	271 – 279
Evening Shift Beat 8 Officers	281 – 289
Night Shift Beat 1 Officers	311 – 319
Night Shift Beat 2 Officers	321 – 329
Night Shift Beat 3 Officers	331 – 339
Night Shift Beat 4 Officers	341 – 349
Night Shift Beat 5 Officers	351 – 359
Night Shift Beat 6 Officers	361 – 369
Night Shift Beat 7 Officers	371 – 379
Night Shift Beat 8 Officers	381 – 389
Traffic Safety Unit Sergeant	790
Traffic Safety Unit Officers	701 – 712
Airport Officers	731 & 732
Public Safety Officers (PSO)	721 – 725
Tactical Operational Medical (TOMS) Officer – SWAT Medical	780

Investigative Division

Position:	Radio Number:
Asst. Chief of Police	Unit <i>Badge #</i>
Criminal Investigative Division (CID) Lieutenant	600
Community Response Unit (CRO) Lieutenant	400
Crimes Against Persons Unit Sergeant	691
Property Crimes Unit Sergeant	692
Narcotics / Vice Unit Sergeant	693
Special Investigations Unit Sergeant	694
Crime Scene Investigations (CSI) Unit Sergeant	695
Community Response Unit (CRO) Sergeant	491
Priority Response Unit / Canine Team Sergeant	492
Crimes Against Persons Unit Investigators	610 – 619
Property Crimes Unit Investigators	621 – 629
Narcotics / Vice Unit Investigators	631 – 639

Juvenile / Forgery / Gang & Intelligence Investigators	641 – 649
CSI Investigators	651 – 659
CRO Beat 1 Officer	411
CRO Beat 2 Officer	412
CRO Beat 3 Officer	413
CRO Beat 4 Officer	414
CRO Beat 5 Officer	415
CRO Beat 6 Officer	416
CRO Beat 7 Officer	417
CRO Beat 8 Officer	418
Homeless Resource Officers	419 & 420
Priority Response Unit Officers	421 - 427
Canine (K9) Unit Officers	428 & 429

Support Services Division

Position:	Radio Number:
Asst. Chief of Police	Unit <i>Badge #</i>
Administrative (CALEA / Lean Sigma) Lieutenant	Unit 5
Career Development Unit Lieutenant	500
Technology Unit Sergeant	Unit 12
Training Unit Sergeant	590
Career Development / Training Unit Investigators	501 – 509
Communications Unit Administrator	750
Communications Day Shift Supervisor	751
Communicators Evening Shift Supervisor	752
Communications Night Shift Supervisor	753

Outside Agencies / Departments

Position:	Radio Number:
Municipal Court Officers	800 – 820
Animal Control	920 – 925
Tyler IDS Officers	TISD 101 – 122
Tyler Junior College Officers	TJC 101 – 150

- B. An Asst. Chief / Division Commander requiring a modification to assigned radio numbers shall make a request in writing to the Chief of Police. The request shall contain the Asst. Chief's reasoning for the modifications and their recommendations. Should any other employee require a modification to assigned radio numbers they shall make their request in writing to their designated Asst. Chief / Division Commander via their chain of command.
1. If the Asst. Chief / Division Commander agrees with the employees recommendations the request shall be forward to the Chief of Police for their final review and approval.
- C. If the recommendations are approved, the modifications will be placed within Computer Aided Dispatch (CAD) System and the effective activation date announced to the Department.


23.504 POLICE – EMERGENCY BUTTON ACTIVATION PROCEDURES – [CALEA Standard: 81.2.4]

- A. The Communications Unit will follow the procedures outlined in the Motorola manual and [General Order 23.300 – Communications](#) for resetting the emergency mode or “knocking down” the emergency within the Communications Center.
- B. Once the emergency button is activated Dispatch personnel will immediately attempt to contact the employee on all talk groups and determine their last know location and verify that there is an emergency.
 - 1. If the employee is unable to be reached, back-up units will be dispatched to employee’s last know location and a Patrol Supervisor shall be notified of the activation.
 - 2. If contact is made Dispatcher personnel will check the employee’s status without referencing the emergency activation.
- C. The police radio shall be the primary means of contacting an employee who has activated their emergency button. However, the Communications Unit may also elect to message the employee via their in-car computer or call them on their cellular device.
 - 1. If the employee is messaged via their in-car computer Dispatch personnel should refrain from reference the emergency activation.

23.505 FIRE – EMERGENCY BUTTON ACTIVATION PROCEDURES

- A. Upon receipt of an emergency radio alert from a firefighter’s radio, Dispatch personnel will:
 - 1. If received from a unit not currently assigned to a call or that is assigned to a call by themselves, the dispatcher will immediately attempt to contact that unit via radio.
 - 2. If unable to contact the unit, the dispatcher will immediately notify the District Chief responsible for the unit and inform them that an emergency radio alert from Radio (XXX) has been activated and that attempts to reach the unit have been unsuccessful.
 - a. The District Chief will determine the next appropriate course of action.
 - 3. If received from a unit assigned to a multi-company incident (i.e. a structure fire), the dispatcher will immediately notify the District Chief and inform them that an emergency radio alert from Radio (XXX) has been activated.
 - a. The District Chief will determine the next appropriate course of action.

Approved: 10-01-2021



Jimmy Toler
Chief of Police