

**POLICE RADIO SYSTEM PROCEDURES**

**REVISED 9/4/14**

**EFFECTIVE 09/01/99**

**23.501 PURPOSE**

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

**23.502 TALK GROUP ASSIGNMENT**

1. **PD DISP 1** shall be assigned to the Patrol Division as the primary operating talk group for the City of Tyler. This talk group is recorded.
2. **PD DISP 2** This talk group shall be assigned as the primary operating talk group for the Traffic Unit. This talk group is recorded.
3. **PD INVEST** shall be assigned to the Investigative Division as the primary operating talk group for investigators, information checks, and Municipal Court. This talk group is recorded.
4. **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.
5. **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.
6. **AIRPORT** is assigned for use by personnel assigned to Tyler Pounds Field. This talk group is not recorded.
7. **PD SWAT** shall be assigned to the Patrol Division as the primary operating talk group for SWAT operations. This talk group is not recorded.
8. **PD SWAT SIM** shall be assigned to the Patrol Division as the primary operating talk group for SWAT operations. This talk group is the same as the PD SWAT 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.
9. **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.
10. **FD DISP** shall be assigned to the Fire Department as the primary operating talk group for fire operations. This talk group is recorded.
11. **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.
12. **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.
13. **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.
14. **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.
15. **STREET** is assigned for use by personnel assigned to the Street Department. This talk group is not recorded.
16. **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.
17. **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.
18. **TJC PD** shall be assigned to the Tyler Junior College Police Department.
19. **UTT PD** shall be assigned to the University of Texas at Tyler Police Department.

20. **TISD PD** shall be assigned to the Tyler Independent School District Police Department.
21. **TX DPS** shall be assigned to the Texas Department of Public Safety.
22. **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.
23. **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.
24. **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.
25. **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 not recorded.
26. **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 is not recorded.
27. **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 not recorded.
28. **9 1 1** is assigned to all users of the radio system. This talk group is for use by operations requiring one or more departments. This talk group is not recorded.
29. **WATER** is assigned to the Water Utilities Department. This talk group is not recorded.
30. **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.
31. **PARKS** is assigned for use by personnel assigned to the Parks Department. This talk group is not recorded.
32. **SWASTE** is assigned for use by personnel assigned to the Solid Waste Department. This talk group is not recorded.
33. **BUS** is for use by personnel assigned with Tyler Transit. This talk group is not recorded.
34. **8 Call** is a common federal public safety talk group. This talk group is the hail group and is used to contact a dispatch center. Once contact is made the radio operator will be instructed to proceed to 8 TAC 1 - 4 with additional radio traffic. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
35. **8 TAC 1** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
36. **8 TAC 2** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
37. **8 TAC 3** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
38. **8 TAC 4** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
39. **SITE OP 1** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
40. **SITE OP 2** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
41. **SITE OP 3** is a common federal public safety talk group. This talk group is not recorded. This talk group operates in "pre-rebanding" frequencies.
42. **8 CALL 90** is a common federal public safety talk group. It is a calling channel on repeater. This talk group is not recorded.
43. **8 TAC 91** is a common federal public safety talk group. It is an incident temporary repeater channel. This talk group is not recorded.
44. **8 TAC 92** is a common federal public safety talk group. It is an incident temporary repeater channel. This talk group is not recorded.
45. **8 TAC 93** is a common federal public safety talk group. It is an incident temporary repeater channel. This talk group is not recorded.
46. **8 TAC 94** is a common federal public safety talk group. It is an incident temporary repeater channel. This talk group is not recorded.
47. **8 TAC 95D** is a common federal public safety talk group. It is an incident control channel (direct). This talk group is not recorded.
48. **8 TAC 96D** is a common federal public safety talk group. It is an incident control channel (direct). This talk group is not recorded.
49. **8 TAC 97D** is a common federal public safety talk group. It is an incident control channel.

23.503 RADIO NUMBER ASSIGNMENTS

A Communications Supervisor will have primary responsibility of assignment of all Police radio unit number assignments.

1. A master log will be maintained of all unit radio assignments.
2. Police Department Radio Assignment:

	<u>Radio Number</u>
Chief of Police	Unit 1
Sergeant, Integrity Unit	11
Sergeant, Technology	12
Technology Specialist	13
Inspections Investigator	14
Public Information Officer	15
Chief's Secretary	16
Assistant Chief, Investigative Division	Unit 2
Fleet / Building Services Supervisor	22
Fleet Messenger	23
Property Custodians	24-25
Assistant Chief, Administrative Services Division	Unit 3
Assistant Chief, Patrol Division	Unit 4
Lieutenant, Day Shift	100
Lieutenant, Evening Shift	200
Lieutenant, Midnight Shift	300
Lieutenant, Community Response	400
Lieutenant, Administration	500
Lieutenant, Lean Sigma	600
Sergeant, Day Shift	191-198
Officers Day Shift	
Beat 1	111-119
Beat 2	121-129
Beat 3	131-139
Beat 4	141-149
Beat 5	151-159
Beat 6	161-169
Beat 7	171-179
Beat 8	181-189
Sergeant Traffic, Day Shift	190
Traffic Officers	101-109
Sergeant, Evening Shift	291-295
Officers, Evening Shift	
Beat 1	211-219
Beat 2	221-229
Beat 3	231-239
Beat 4	241-249
Beat 5	251-259
Beat 6	261-269
Beat 7	271-279

Beat 8	281-289
Sergeant, Traffic Evening Shift	290
Traffic Officers	201-209
Sergeant, Night Shift	391-395
Officers, Night Shift	
Beat 1	311-319
Beat 2	321-329
Beat 3	331-339
Beat 4	341-349
Beat 5	351-359
Beat 6	361-369
Beat 7	371-379
Beat 8	381-389
Sergeant, Community Response	491
Community Response Secretary	401
CRO North Business	410
CRO Beat 1	411
CRO Beat 2	412
CRO Beat 3	413
CRO Beat 4	414
CRO Beat 5	415
CRO Beat 6	416
CRO Beat 7	417
CRO Beat 8	418
CRO South Business	419
Sergeant, Bicycles-Canine	492
Bicycle Officers	421-427
K9 Officers	428-429
Sergeant, Crimes Against Persons	691
Detectives	611-619
Sergeant, Property Crimes	692
Detectives	621-629
Sergeant, Vice / Narcotics	693
Detectives	631-639
Sergeant, Juvenile / Forgery / Gang /Intel	694
Detectives	641-649
Sergeant, Crime Scene Unit	695
Crime Scene Investigators	651-659
Sergeant PTO /Academy/Training Coordinator	590
Career Development Investigators	501-509
Sergeant, Airport	591
Airport Officers, Days	511-512
Airport Officer, Evenings	521

Communications Administrator	750
Communication, Day Shift	751
Communication, Evening Shift	752
Communication, Night Shift	753
Public Service Officers, Day Shift	711-715
Public Service Officers, Evening Shift	721-725
Police Chaplains	760-769
Municipal Court Warrant Officers	800-820
Lake Patrol	901-910
Animal Control	920-925
TISD Police Officers	S1- S5
HIDTA East Texas Violent Crime Task Force	FBI 1 – FBI 12

Any Division requiring assignments/modifications to assigned numbers should make the request in writing (through the chain of command), seek approval of the Division Commander and forward it to the Supervisor over the Communications Unit. If approved, it will be modified and placed in the Computer Aided Dispatch System and effective activation date will be announced to the Department.

23.504 **EMERGENCY BUTTON ACTIVATION PROCEDURES-POLICE**

1. Dispatch will follow the procedures as described in the Motorola manual for knocking down the emergency within the Communications Center.
2. A Patrol Supervisor will immediately be notified of the activation.
3. Dispatch will attempt to determine the last known location of the officer.
4. Dispatch will start backup units as directed by the Patrol Supervisor.
5. Attempt to contact the officer on all talk groups. The activated radio will be in a mute mode, however, the officer may still be receiving on another radio.
  - a. If contact is made the dispatcher will check the officer's status without making reference to the emergency activation. The response the dispatcher receives will determine the next course of action. A Patrol Supervisor will determine the appropriate course of action to be taken.
  - b. Attempt to contact the officer via MDT or laptop. Again the dispatcher should only inquire as to the officer's status without making reference to the emergency activation.

23.505 **EMERGENCY BUTTON ACTIVATION PROCEDURES-FIRE**

Upon receipt of an emergency radio alert from a firefighter's radio, the Public Safety Telecommunicator will:

1. If an emergency alert is received from a unit that is not currently assigned to a call or that is assigned to a call by itself, the dispatcher will immediately attempt to communicate with that unit.

If unable to receive a response from the unit, the dispatcher will immediately notify the District Chief and relate that an emergency radio alert has been received from radio (xxxx) and that

attempts to reach the unit have been unsuccessful. The District Chief will determine the appropriate course of action to be taken.

2. If an emergency radio alert is received from a radio that is assigned to a multi-company incident (i.e. a structure fire), the dispatcher will immediately notify the District Chief and relate that an emergency alert has been received from radio (xxxx). The District Chief will determine the appropriate course of action to be taken.

Approved: 9/4/14

A handwritten signature in black ink, appearing to read "Anthony M. Shandor". The signature is written in a cursive style with a large initial 'A' and 'S'.