



Tulsa Police Department

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Policy # 103C

Effective Date 09/25/2009

Policy Name Radio Communications/Emergency Radio Traffic

Approved Date 09/25/2009

Approved by *Wendell Franklin, Chief of Police*

Previous Date 08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

In the following situations the alert tone signifying emergency traffic will be broadcast on talk groups 7A, 7D, 7G, 7J, 7N, 7O, 8D, 8G, and Regional Dispatch A:

1. Officers in need of assistance (alert tone 1).
2. All shooting/shots fired calls (alert tone 2).
3. All armed robberies in progress (alert tone 3).
4. Other situations when authorized by supervisory personnel (alert tone 3).

If the alert tone is broadcast due to an officer in need of assistance, talk groups 7A, 7D, and 7G will be patched together and will remain patched until a supervisor or officer at the scene instructs Public Safety Communications (PSC) to return to normal radio operations. If an officer activates an emergency button on a talk group other than 7A, 7D, or 7G, that talk group will be included in the patch.

If the alert tone was broadcast for reasons other than an officer in need of assistance, only the affected talk group(s) will be placed on emergency traffic. All other talk groups will return to normal operations after the alert tone announcement has been made.

Serious felony crimes in progress (e.g., rapes, first degree burglaries, homicides, assaults with a deadly weapon) and armed robberies not in progress will be immediately broadcast on the talk group of occurrence.

When a serious felony crime in progress is in close proximity to talk group dividing lines, a broadcast on the bordering talk group will be made as soon as possible.

When an officer outside their assigned talk group drives up on an emergency situation, the officer will request emergency traffic through the assigned talk group dispatcher in the area of occurrence. The dispatcher will be responsible for adding the appropriate talk groups as necessary to the broadcast. Dispatchers will ensure that appropriate backers are responding to the location. The dispatcher will also be responsible for determining if the situation requires the use of the emergency alert tone.

In all emergency traffic conditions (including 10-24, 10-33, and 10-63), an officer or supervisor at the scene will clear the emergency traffic.

SUMMARY: Procedures for initiating emergency radio traffic.

APPLIES TO: All police personnel

DEFINITIONS:

ALERT TONE 1 – a continuous tone indicating that an officer is in need of assistance or an emergency alert button has been activated.

ALERT TONE 2 – a high-low warble tone indicating a shooting, shots fired into a dwelling, or any other situation with confirmed shots being fired.

ALERT TONE 3 – a series of short or rapid intermittent tones indicating an armed robbery in progress, a suspect near the scene, or any other situation authorized by supervisory personnel.

IN PROGRESS – includes situations where the suspect(s) is still at or near the scene of a crime or where the offense has occurred within the last five minutes.

PRIORITY 1 CALL – human life in danger or felony crimes in progress.

PRIORITY 2 CALL – felony crimes just occurred, serious crimes in progress or just occurred, and weapons calls.

PROCEDURES:

1. Alert tone 1 will automatically be broadcast on all talk groups. Emergency traffic will be held on the main side talk groups (7A, 7D, 7G) as well as the talk group that the officer was on when the emergency button was activated.
2. Alert tone 3 will automatically be broadcast on all talk groups. Once the broadcast is made, only the affected talk group(s) will remain on emergency traffic.
3. Officers are responsible for monitoring their assigned talk group at all times and should avoid unnecessary transmissions during emergency traffic.
4. To initiate emergency traffic from the field, officers will use the 10-33 code followed by the location and the assistance needed, if possible.
5. The 10-63 code will be used by PSC to direct emergency traffic for the network.
6. For urgent response of all units in the vicinity, officers will use the 10-24 code followed by the location and the assistance needed, if possible.
7. All personnel are to limit transmissions during emergency traffic to information pertaining to the emergency. If other emergency situations arise, those officers may request emergency traffic for their situations. High priority calls (priority 1 or 2) and field-initiated calls requiring a backer will be handled on the officer's assigned service talk group.
8. A field officer or supervisor can request the activation of a tactical talk group. Once activated all affected officers will switch to that talk group.
9. During emergency situations the dispatcher will acknowledge all officers' radio traffic even if it is not related to the emergency. The dispatcher will inform the officer of the nature and location of the existing emergency.
10. During emergency situations dispatchers are responsible for maintaining talk group control. Officers are responsible for clearing the talk group as soon as possible once the situation is under control or the need no longer exists.
11. Officers will activate their emergency alert button only if voice communication is not possible. The emergency alert button does not give PSC a location but only indicates that an emergency exists for the person with that radio.

12. When an emergency alert has been activated, PSC personnel will respond as follows:
 - a. If the officer is on duty and checked out (on a call or 10-59, etc.), PSC will immediately activate alert tone 1 and broadcast an officer in need of assistance call giving the last known location. If an officer activates an emergency button and then initiates voice traffic, the dispatcher will not use the alert tone to avoid covering radio traffic from the field. Dispatch will immediately advise the field of the emergency button activation.
 - b. If the officer is on duty and 10-8, PSC will call the officer and request 10-90. If the officer does not respond, PSC will initiate the procedure as outlined in 12 #a.
 - c. If the officer is off duty, PSC will call the officer and request 10-90. If the officer does not respond, a shift commander or Staff Duty Officer will be advised of the emergency alert. The shift commander or Staff Duty Officer will then provide PSC with direction for any further action.
13. If an accidental activation or malfunction of the emergency alert button occurs, the officer will immediately notify the dispatcher of the accidental alert on the same talk group where the alert occurred.
14. The following system has been designated to assist officers in attempting to communicate when no other verbal communication is possible after the emergency alert button has been activated.
 - a. In order to alert other officers or citizens in the area, officers in need of assistance should turn on their emergency lights and siren.
 - b. Once PSC has acknowledged the condition, talk groups 7A, 7D, and 7G, will automatically be placed on 10-63 traffic. These talk groups will remain in this condition until the officer has been located and assistance has been provided or until an officer or supervisor requests 10-64.
 - c. Once it has been established that an officer cannot verbally transmit, PSC will be responsible for asking questions to determine the officer's location. PSC will use the following as a guideline:
 - 1) A single key from the officer's microphone will indicate an answer of "yes."
 - 2) A double key from the officer's microphone will indicate an answer of "no."
 - 3) A triple key from the officer's microphone will indicate an answer of "unknown."

REGULATIONS: None

REFERENCES:

103A, *Radio Communications/General Information*
103B, *Radio Communications/Assignment of Calls*
103D, *Radio Communications/Caution Indicator Files*
TOG 2014, *Radio Communications*