



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 103A

Effective Date 03/10/2021

Policy Name Radio Communications/General Information

Approved Date 03/08/2021

Approved by *Wendell Franklin, Chief of Police*

Previous Date 11/13/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Public Safety Communications (PSC) was established to aid and to ensure the safety of Tulsa Police officers and to serve the citizens of the City of Tulsa. Radio communications are to be conducted in accordance with the rules of the Federal Communications Commission, the Operational Guidelines of the Tulsa Police Department, and relevant Policy and Procedures.

To expedite the proper handling of calls and transmission of necessary information, officers are assigned to a primary "talk group" corresponding to their duties and/or area of assignment. Due to the nature of duty assignments, primary talk groups may vary.

The Computer Aided Dispatching System (CADS) needs to be updated as necessary for line-up, watch list, and specialty unit roster changes. This is to ensure that CADS has the appropriate information for daily shifts.

SUMMARY: Procedures for using police radio communications.

APPLIES TO: All police personnel

DEFINITIONS:

DESIGNATOR – the radio call sign assigned to an officer's corresponding beat or assignment.

FAILSOFT – the mode of operation for the 800 MHz radio system when it cannot maintain normal trunking operations. It is indicated by beeps every 10 seconds and shows "FAILSOFT" on mobile and portable radio digital displays.

PERSONALITY/ZONE – a collection of similar or associated talk groups (e.g., Personality/Zone 8 is a collection of Northeast Oklahoma law enforcement dispatchers; Personality/Zones 12 and 13 are all TPD talk groups).

PLAIN ENGLISH – non-abbreviated words used instead of 10-codes to communicate effectively and efficiently between agencies that do not share the same 10-codes.

TALK GROUP – an individual communication path designated for a specific group of radio users (e.g., 12A is GID; 12D is MVD; 12G is RID).

TRAILING DESIGNATOR – a word used after a designator to differentiate between two people using the same designator, such as in training.

PROCEDURES:

1. All transmissions will be limited to official police business; keep them free from jargon. Officers should be concise and pronounce words slowly and distinctly. During lengthy transmissions officers should pause three to five seconds and use the word “break” to indicate there is more to follow. This allows officers with emergency transmissions to interrupt if necessary.
2. If an officer’s assignment requires the use of a talk group other than the assigned primary talk group, they will notify the assigned primary talk group dispatcher, then switch to the specified talk group and advise the other dispatcher of their designator and status or request.
3. Upon completion of the task or assignment, the officer will switch back to the primary talk group and advise the dispatcher of their status.
4. Teletype or Records requests should be made by telephone if possible ([REDACTED]). However, in situations where using the telephone is impractical, officers may obtain the required information through the appropriate radio talk group. Officers should use their full unit designator when transmitting (e.g., Adam 201).
5. Officers should switch to service side “J” when requesting more than one TRACIS number.
6. For reasons of officer safety, prior to stopping a vehicle officers will inform their assigned talk group dispatcher of the following information, in the order listed, if available:
 - a. Location.
 - b. License state and number.
7. For higher risk stops or unusual situations, officers are encouraged to provide additional information such as vehicle description and number of occupants and description.
8. Any time a non-uniform unit is planning or involved in any operation that is likely to require assistance or response from a uniformed patrol officer, the non-uniform unit should contact the appropriate uniform shift captain and dispatch (supervisor or master console or service side). If the shift captain is not available, notification should be made to the appropriate patrol squad supervisor. This contact should be made via radio if possible. If radio contact could compromise the investigation, the notification should be made by telephone. The notification should include a general location and any pertinent information relative to the operation.
9. Officers transporting prisoners or civilians will notify their assigned talk group dispatcher of their designator and the appropriate 10-code (10-15 or 10-16).
10. When transporting members of the same sex, officers will notify their primary talk group dispatcher of the following:
 - a. Their designator and the appropriate 10-code (10-15 or 10-16).
 - b. The name, race, and sex of the subject being transported.
11. When transporting members of the opposite sex, officers will notify their primary talk group dispatcher of the following:
 - a. Their designator and the appropriate 10-code (10-15 or 10-16).
 - b. The name, race, and sex of the subject being transported.
 - c. Their unit number.
 - d. The beginning location, mileage, and initial destination.
 - e. The arrival location and mileage.
12. When training an Officer In Training (OIT), a Field Training Officer (FTO) may require the OIT to use the

trailing designator “OIT” to differentiate between themselves and the OIT, such as D102 and D102-OIT. This may be used when the FTO and OIT are separated in the field for any reason.

13. Field supervisors will be responsible for line-up changes. Changes should be made in the PSC Lineup System or by telephone if access to the lineup system is not available. Field supervisors will also notify PSC of officers on the line-up who will not be available for call at the time that their shift begins (e.g., on special assignment). Field supervisors may assign relief officers to fill open beats.
14. Division commanders, or designees, will notify the PSC, via e-mail, of any change of personnel among divisions, shifts, division assignments, days off and equipment changes (assigned vehicles, radios, etc.). E-mails should be addressed to psadmin@cityoftulsa.org and TPDWatchChange@cityoftulsa.org. The e-mail should include a completed Watch List form or have the change(s) listed in the e-mail itself. The notification will be submitted a minimum of seven (7) days prior to the change.
15. Specialty unit supervisors will update unit rosters after the annual shift change and when non-shift change transfers occur. Rosters will be forwarded to the Communications Unit (CU) whenever changes occur. The CU will collect current rosters of all departmental specialty units after the annual shift change, or when non-shift change transfers occur, and e-mail them to the psadmin@cityoftulsa.org and TPDWatchChange@cityoftulsa.org.
16. If an officer needs a digital copy or audio CD of a radio transmission or a telephone call from a dispatch recording, they will prepare an Interoffice Correspondence or e-mail to their supervisor. The Interoffice Correspondence or e-mail will include the following information:
 - a. Unit Designator.
 - b. Date, time, and duration of the event.
 - c. Talk group where the event occurred.
 - d. Type of call.
 - e. Telephone number, address, and type of call for 911 recording requests.
 - f. The reason for the request.
17. Once approved by a supervisor, the officer will forward the Interoffice Correspondence or e-mail (including the supervisor approval) to psadmin@cityoftulsa.org. Upon receiving the e-mail, PSC will make the digital copy or audio CD and e-mail it to the requesting officer, copying the approving supervisor in the e-mail. A supervisor may go directly to PSC, or authorize an officer to go directly to PSC, to obtain a digital copy or audio CD of a radio transmission or a telephone call. If a dispatch recording is needed for evidence, the requesting officer will deliver the approved Interoffice Correspondence to a PSC supervisor. When the recording is obtained the officer will turn it in as evidence and will include the incident report number on the Property Receipt.
18. If an officer receives a request from outside the Department for a dispatch recording, the person making the request will be referred to the CU.

REGULATIONS:

1. Patrol officers are expected to be 10-8 and on their primary talk group at the beginning of the shift. At the conclusion of the shift, if an officer is 10-8, the primary talk group dispatcher will change the status to 10-7. Officers who are checked out on a call at the end of the shift must inform the dispatcher when they clear from the call and then put themselves 10-7. Detectives and other non-patrol officers who check out on the radio shall notify the dispatcher of their status upon clearing from the location.
2. Officers shall keep their primary talk group dispatcher informed of all status and location changes.
3. When officers check out for a meal or coffee break, they are required to give the dispatcher their location, the name of the restaurant, if applicable, and the phone number, if known. If at the officer's home, checking out at “residence” will suffice.

4. If a primary talk group becomes inoperable due to a condition other than Failsoft, all affected units must manually switch their radios. If assigned to:
 - a. Primary talk group “12A” switch to “12B.”
 - b. Primary talk group “12D” switch to “12E.”
 - c. Primary talk group “12G” switch to “12H.”
5. Alternate talk groups will be used during emergency situations requiring extended use of a talk group.
6. If requesting to be regrouped to a special or specific reserved talk group, officers will provide radio numbers and unit designators of all officers to be regrouped. (Note: SOT talk groups require approval by the SOT commander.)
7. When a tactical talk group (TAC) has been activated, all radio communications (including service requests) will take place on the activated talk group.
8. When a TAC has been activated, a supervisor or officer at the scene will request that it be disabled as soon as it is no longer needed.
9. Talk groups designated for Teletype and Records are reserved for those types of requests and shall not be used for car-to-car communications.
10. Officers and supervisors shall not change their status or request the reassignment of calls by telephone or by the wireless messaging function.
11. 10-Codes regarding an individual’s medical or psychological condition or diagnosis are confidential (i.e. possible exposure risk from airborne/bloodborne pathogens or psychological conditions) and will only be used as directed in TOG 2014, Radio Communications.
12. Per guidelines of the National Incident Management System (NIMS), when utilizing an interoperability channel, such as Regional Mutual Aid (RMA), officers will use plain English and cease using 10 codes and signals.

REFERENCES:

103B, *Radio Communications/Assignment of Calls*
103C, *Radio Communications/Emergency Radio Traffic*
103D, *Radio Communications/Caution Indicator File*
TOG 2014, *Radio Communications*