

<b>DATE:</b>	DECEMBER 30, 2019
<b>NUMBER:</b>	I.31
<b>SUBJECT:</b>	RADIO USE
<b>RELATED SECTIONS:</b>	I.57

PURPOSE

To establish guidelines for the proper use of radios and appropriate radio etiquette during transportation.

POLICY

The 700 MHz / 800 MHz radio will be used whenever prisoners are transported, transmitting on "DTN TRANS".

PROCEDURE

- I. When transporting inmates, deputies will check out the next available facility radio unit number and transportation vehicle. This information, along with the name and booking number of the inmate(s) being transported and the transport destination, is to be logged in the NOTES section of an Area Activity Log entry in the Jail Information Management System (JIMS) using the event type of TRANS. Each facility shall establish a green sheet to define the location of the radios and the deputy responsible for completing the JIMS log entry. The following is an example of an appropriate JIMS log entry:  
  
[REDACTED]

- II. When ready to transport, advise the Communications Center using the [REDACTED] zone that you are en-route from one location to another, giving the number of inmates being transported. The following is an example of the appropriate radio transmission:  
  
[REDACTED]

- III. Upon arrival at your destination, advise the Communications Center with a transmission such as:  
  
[REDACTED]

- IV. When transporting an inmate of the opposite gender, advise the Communications Center with a transmission similar to:

- 1. [REDACTED]

- 2. Upon arrival at your destination, advise the Communication Center with:

- 1. [REDACTED]