

SDSD Detention Services Bureau- East Mesa Reentry

Date: 1-23-2022
Number: I.31.M
Subject: RADIO USE
Related Sections: I.57

PROCEDURE

1. When transporting incarcerated person(s), deputies will check out the next available facility radio unit number and transportation vehicle from Processing Control. This information, along with the name and booking number of the incarcerated persons 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. The information on the check-out board will be as follows:

- Radio number located on the “Property of S.D. County” sticker on the back of the radio. This number is also engraved on the side of the radio just below the transmission key.
- Deputy(s) name, ARJIS(s) Contact Phone Number and destination.
- Time and date logged out/in
- The Processing Control Deputy will be responsible for logging this information into JIM’s.

2. When ready to transport, advise the Communications Center **Govt. Code 6255(a)**

Govt. Code 6255(a)

The following is an example of an appropriate radio transmission:

Govt. Code 6255(a)

Upon arrival at your destination, advise the Communications Center with a transmission such as:

Govt. Code 6255(a)

3. In the event of a life-threatening emergency, **Govt. Code 6255(a)**

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Govt. Code 6255(a)

4. When relieved by the on-coming shift or if duty assignment is completed at location, the deputy will inform the Communications Center **Govt. Code 6255(a)**
5. Upon safe return to the facility, the deputy should always inform the Communications Center that they are **Govt. Code 6255(a)**