DATE:	APRIL 12, 2021	
NUMBER:	I.31.G	
SUBJECT:	RADIO USE	

PROCEDURE

- I. When transporting prisoners from one location to another outside of the facility, the transporting deputy will obtain a radio unit number **Exercises** from the Processing Control Deputy.
 - A.
 - 1. The Processing Control Deputy will be responsible for logging this information into the Jail Information Management System (JIMS) under the "TRANS" dropdown of the Area Activity Log. The following is an example of an appropriate JIMS log entry:
 - B. _____
 - C.
 - 1. When relieved by the on-coming shift or if duty assignment is completed at the location,
 - 2. When a Deputy(s) is not transporting an inmate,
 - 3. Upon safe return to the facility, the deputy should always
- II. In the event of a life-threatening emergency,