

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 10, 2023
NUMBER:	I.31.L
SUBJECT:	RADIO USE

PROCEDURE

Deputies assigned to the Las Colinas Detention and Reentry Facility (LCDRF) will be issued a numbered radio battery and charger. The radio, battery, and charger will be added to the uniform inspection. It is the responsibility of each deputy to have their assigned battery charged at the beginning of their shift.

Extra batteries and chargers will be located in central control, intake sergeants' office, intake control, and housing units 4A, 4B, 5A, 5B, and PSU.

I. ACCOUNTABILITY

- A. At the beginning of every shift, deputies will make a log entry into JIMS under "area activity/ key and radio" noting the extra radios at the station. Overtime radios are located in intake and central control. Houses 4A, 4B, 5A, 5B, and PSU will have a base radio.
- B. Staff members who borrow a facility radio will notate the radio number in their JIMS log entry.
- C. The central control deputy will print out the LCDRF RADIO/DA/TEMP PROX CARD/BATTERY LOG and account for all radios, batteries, go bags, cameras, prox cards, and facility vehicle keys. Once the log is completed, central control will make a log entry into JIMS under "area activity/ key and radio" noting all keys and radios are accounted for as well as any missing items. The north sergeant will sign the log to verify all radios have been accounted for. The log will be kept in central control.
- D. If a radio is broken or otherwise removed from service, the central control deputy will make a notation on the log.

II. BREAKAGE AND REPAIR

- A. All radios, batteries or chargers that become inoperative shall be turned into the operations deputy for repairs. A note stating the date and time along with a brief message as to why the item is nonoperational (if known) should be attached. An email should be sent to the operations deputy letting them know the item number.
- B. The operations deputy will handle all replacement batteries and chargers.