

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 7, 2021
NUMBER:	I.31.V
SUBJECT:	RADIO USE

PROCEDURE

VDF facility vehicles are equipped with an 800 MHz base radio. The following is a brief description on the usage.

OPERATION OF VEHICLE RADIOS

To adjust the radio to properly transmit and receive, the following steps should be followed:

1. Press power button.
2. Turn the volume knob to increase or decrease the radio volume.
3. Ensure the radio is set to the [REDACTED] channel.
4. [REDACTED]
[REDACTED]
[REDACTED]

To transmit a message to the Communications Center Transportation Dispatcher (Station M):

1. Select the [REDACTED].
2. Listen for ongoing conversation. When the channel becomes available, proceed with your call.
3. Press the Push-To-Talk (PTT) button on the microphone and wait for the Talk Permit Tones (3 quick beeps).
4. Begin speaking with the microphone approximately 1 inch from your mouth.
 - a. If you hear a phone-type busy signal, release the PTT and wait for the system to call you back with the call back tones.
 - b. If you hear a steady low-pitched tone, release the PTT and wait until the channel is available. (When the channel becomes available, return to Step 3).
5. Release the PTT button to receive.

While on transportation runs, the vehicle radio should be set to [REDACTED]

The radio shall be on when any unit is taken into the field unless you are away from the vehicle for an extended period of time. In that case the vehicle radio should be turned off in order to prevent the battery from becoming drained.

[REDACTED]
[REDACTED]

OPERATION OF HANDHELD RADIOS

All Handheld 800MhZ radios will be stored [REDACTED]. These radios will be checked out for all transportation runs from VDF.

After the 800 MhZ radio has been checked out [REDACTED], the following should be logged into the Area Activity Log in JIMS by the Male Intake Deputy:

Type: Trans

Fac: 007 VDF (Vista Detention Facility)

Area: RM or RF

HU: ALL

Description: [REDACTED] 10-8

Notes: Deputy(s) Last Name & Arjis #

Inmates Full Name and Booking Number

Destination: [REDACTED]

Radio Number: EC# engraved on side of radio

Unit Number: Number of county vehicle taken