

<b>DATE:</b>	MAY 9, 2022
<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 incarcerated persons are transported, transmitting on "DTN TRANS".

**PROCEDURE**

I. When transporting incarcerated persons, 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 incarcerated person(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:

"50D19 – Deputy Smith, Radio #10, Vehicle #20123, Go Bag #1, Incarcerated person John Doe, UCSD"

II. When ready to transport, advise the Communications Center using the "DTN TRANS" zone that you are en-route from one location to another, giving the number of incarcerated person(s) being transported. The following is an example of the appropriate radio transmission:

"50D19, 10-8, ARJIS 1234, en-route from SDCJ to GBDF with four 10-16's"

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

"50D19, 10-97 at SDCJ"

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

1. "50D19, 10-8, ARJIS 1234, en-route to LCDRF from VDF with one 10-16. Starting mileage 123,456"

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

a. "50D19, 10-97 at LCDRF, ending mileage of 123,578"