

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

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SUBJECT: RADIO COMMUNICATIONS

POLICY

Radio communication is essential to the safety of youth and staff and the security of the institutions. Staff will be held accountable for proper operation of their radios.

PROCEDURES

A. Radio Equipment Operating Procedures

1. The staff portable radio with “push-button” duress alarm is to be worn in the “on” position at all times.
2. Portable radios are located on each living unit. They are to remain on the unit where they are assigned.
3. Each unit has a battery charger/conditioner. DO NOT change batteries every shift. Change batteries only when the radio “beeps,” indicating the need for a change.
4. Extreme care must be exercised in handling the radio equipment due to the exorbitant cost.
5. The staff member having possession of the radio shall be held responsible for its proper care and safe return.
6. **The radio must never be left with, or loaned to, any unauthorized personnel.**
7. All staff are required to wear a radio, in a holster, attached to a belt at all times during their work hours.
8. Accountability for radios, holsters, and Juvenile Detention-issued belts, will be documented each shift, via unit shift log, by the shift leader.
9. Staff are to ensure that the volume controls on their radios are loud enough so they are aware of any alarm being activated.

B. Radio Checks and Alarms

1. At the beginning of each shift, Control staff will request a radio voice and alarm check.
2. Staff will verify the check with the assigned radio number.

C. Use of the Portable Two-Way Radio

1. Control is to be notified of the destination prior to any movements from a living unit. Control is to be notified by radio number. Example: "Control, this is #1-2, en route to the kitchen." Or "Control, minor John D. is en route to the Intake area for an interview."
2. Control will acknowledge all transmissions and monitor all hallway movements.

D. Alarm Reset

The Radio cannot transmit voice while in the alarm mode. To reset the radio unit, turn the radio to the **"off"** position and then turn it back to the **"on"** position.

E. False Alarms

1. False alarms will be monitored and recorded by Control staff.
2. Monthly reports on false/true alarms will be forwarded to respective Unit Supervisors for review and appropriate follow-up.