

3-05-110 Portable Radio Equipment Care, Control, Inventory and Use

PURPOSE OF ORDER:

To establish procedures for the use, control, inventory, repair and maintenance of portable radio equipment assigned to Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

All personnel working a line assignment shall be equipped with a portable radio in operating condition. The radio shall be kept on during the employee's working hours with the volume set at an acceptable level.

Radio Issuance

All custody personnel permanently assigned to Twin Towers Correctional Facility shall be issued a radio, complete with speaker-microphone and battery. Each person assigned a radio shall complete a "Portable Radio Deployment to Field Personnel Form," acknowledging receipt of the radio. The form shall be kept on file at the facility and a copy sent to Communications and Fleet Management. Upon leaving the unit, the radio shall be returned to the facility through the facility administration office.

Personnel not permanently issued a radio, but who are working a line assignment, shall receive a radio from the control booth of the tower in which they are assigned. These radios shall be returned to the tower control booth at the end of the shift.

The Tower I on-call DMH Clinician shall receive their radio from Facility Control.

Radio Care and Accountability

Personnel are responsible for the care, maintenance and serviceable condition of the radio, speaker-microphone, and battery assigned to him/her. Reasonable and prudent precaution shall be taken to prevent loss, damage or theft in accordance with MPP 3-01/040.15, Care of County Property and Equipment. A lost, stolen, or damaged radio shall be reported and documented in accordance with MPP 3-07/010.40, Lost/Stolen/Damaged Radio Equipment and Accessories.

Loss, preventable theft, or willful or negligent abuse, damage, misuse or destruction of County property, may subject the employee entrusted with the equipment to appropriate Department discipline per MPP 3-01/040.15, Care of County Property and Equipment. The employee may also be responsible for all or part of the replacement cost of the equipment per MPP 3-03/060.00, Replacing Department Property.

Radio Inspection

Personnel shall inspect their assigned radio at the beginning of their shift. The radio, battery and speaker-microphone shall be inspected for:

- Proper operation,
- Missing pieces,
- Visible damage
- Antenna

If the inspection indicates the radio, antenna, battery, and/or speaker-microphone are not functioning properly or are damaged, the user shall present the radio or equipment to the on-duty watch sergeant and show him/her the discovered condition of the radio or equipment. The watch sergeant shall direct the last known user or assigned radio owner to complete an Incident Report (SH-R-49). Radios that are merely malfunctioning and not damaged do not require a SH-R-49. This inspection procedure also applies for re-charged batteries which are removed from battery chargers.

Personnel whose assigned radio becomes damaged or broken, and who require a new radio on a long term, but temporary basis while their radio is repaired, shall be issued a loaner radio by the watch commander from the watch commander's safe. Under no conditions will a new radio be issued from Facility Control, Tower Two Control, or CTC Control, for long term use.

Radio and Battery Inventory

The Facility Control designee shall account for each non-permanently assigned radio and battery, once each shift, using established procedures. The inventory shall be conducted at the beginning of the shift. The results of the inventory shall be documented and retained for one week. The on-duty Facility Control bonus deputy shall be responsible for ensuring the accomplishment of this task. Each tower shall account for their respective radios and batteries. The Facility Control bonus deputy shall be notified of the results of each inventory. If all radios and/or batteries are not accounted for the watch commander shall be notified.

Carrying Portable Radio Equipment

Personnel shall carry their portable radios in a basket style holder. Radios shall not be routinely carried in a pocket. All radios issued for use shall be equipped with an attached remote speaker-microphone. The speaker-microphone shall not be removed or disconnected from the radio in accordance with MPP 3-07/010.25, Control and Inventory of Radio Equipment.

Monitoring Radio Traffic

All personnel assigned to fixed posts, including floor prowlers, shall carry their radio and monitor the designated dispatch frequency at all times during their assigned shift hours. Personnel on break periods shall monitor their radio and respond when appropriate. Personnel shall acknowledge any radio transmission directed to them.

Radio Broadcasts

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All communications equipment and its use must conform to Department and FCC regulations including:

- Only broadcast messages that are essential to official business activities,
- Use official Department radio codes as much as possible,
- Make broadcasts as short and precise as possible,
- Do not broadcast indiscreet or profane remarks, personal messages, or routine conversations,
- Messages shall not be broadcast in a sarcastic, facetious or unprofessional tone of voice. Broadcasts shall be accomplished in a normal tone of voice devoid of emotion, regardless of the situation.

Radio Storage

While not on duty, each person issued a radio shall store the radio in his/her assigned locker. Except as required by duties at Twin Towers Correctional Facility, radios are not to leave the facility without prior permission from the Unit Commander.

Battery Storage and Charging

Battery chargers and spare batteries are located in the below listed areas of the facility:

Tower 1

Location
Number Chargers
Number
Batteries

Facility Control

2
12

Tower 1 Transfer Center

2
8

Module 131

1
4

Module 132

1

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Module 141

1

4

Module 142

1

4

Module 151

1

4

Module 152

1

4

Module 161

1

4

Module 162

1

4

Module 171

2

8

Module 172

2

8

Tower 2 / CTC

Location

Number Chargers

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Number
Batteries

Tower Two Control

2
12

Tower Two Transfer Center

2
8

Module 241

1
4

Module 242

1
4

Module 251

1
4

Module 252

1
4

Module 261

1
4

Module 271

1
4

Module 272

1
4

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CTC Control

3
12

Module 342

1
4

Other Locations

Location
Number Chargers
Number
Batteries

TTCF Admin

1
4

EOC (Classroom C)

6
24

T1 Visiting

2
8

T2 Visiting

2
8

Logistics

4
16

Training Office

1
4

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Staff shall change their batteries and charge them at the location closest to their assigned work location if possible.

Except as required by duties at Twin Towers Correctional Facility, batteries are not to be removed from the facility.

Repairs

Radios shall be taken to the Systems Maintenance Section at the Sheriff's Communication Center (SCC) for repair. A damaged radio will not be accepted for repair without an accompanying SH-R 49 and a memorandum, SH-AD-32, from the Custody Division Chief noting the damage to the radio.

NOTE: The Logistics Department shall be responsible for ensuring that the radios needing repair are taken to SMS at SCC.
