

USE OF PAK-SET RADIO

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-108, dated 07/16/13
- FORMS:** None
- PURPOSE:** To list the location of 800 MHz Pak-set radios and provide guidelines for their use.

I. GENERAL INFORMATION

- A. Within Juvenile Hall (JH), all detention/living units have Pak-set radios. In addition, Court Holding, the Intake Release Center (IRC), all on-duty Institutional Security Unit (ISU) staff, the Duty Officer (DO) (when on duty), JH Division Directors (DDs), all JH Assistant Division Directors (ADDs), Control Supervising Juvenile Correctional Officers (SJCOs), ISU SJCOs, Sheriff's Special Officers (SSOs) and all on-duty SJCOs have radios while on duty daily. These Pak-sets are JH's primary in-house communication system.
- B. All JH staff will receive radio training in either formal STC training or training sessions during unit staff meetings. The radio will be carried by unit staff outside the unit during school movements, **youth** escorts, large muscle exercise, Code Red operations, and other job-related duties as required.
- C. The two-way radio equipment shall be used for official Departmental business.
- D. The radio pak-set is intended to facilitate communications and enhance staff safety. Most communications will be coordinated through JH Control (Call Sign [REDACTED]), or the Security Center [REDACTED].
- E. Detailed instructions regarding the Orange County radio system are included in the official Radio Code Book, County of Orange Sheriff's Communications Division, located in the DO's office.
- F. Radios are also available for staff performing assignments away from the **facility**.
1. Transportation drivers shall carry one of these radios while on duty. These radios are kept in their office when they are off duty.
 2. The Control Station and the ISU office each have a radio for use in maintaining radio contact with the Transportation drivers and other staff off grounds.
 3. The SSO carries a JH Pak-set (800 MHz).

- G. Sheriff's Communications (Control 1) has the capability of monitoring any channel at all times. Remain professional at all times when using Pak-set. In addition, Probation Dispatch (Station 14) also monitors JH radio transmissions.
- H. Radio Channels for JH Pak-sets:

██████████ – Probation Primary Dispatch Talkgroup – Dedicated to Field Operations

██████████ – Probation Tactical Talkgroup

██████████ – Juvenile Hall Primary Talkgroup

██████████ – Probation Talkaround (Simplex)

██████████ – Common Talkaround (Simplex)

██████████ Countywide Tactical Talkgroup

██████████ – Countywide Tactical Talkgroup

██████████ – Narcotics/Surveillance Talkgroup

██████████ – Narcotics/Surveillance Talkgroup

██████████ – Facilities Operations Talkgroup

██████████ – Juvenile Hall Simplex Channel

██████████ – Annex Simplex Channel - Dedicated to Lacy Annex

██████████ – Youth Guidance Center Simplex Channel

██████████ – Joplin Youth Center Simplex Channel

██████████ – Countywide Law Emergency Talk-group – This channel is to only be used in extreme emergencies as directed by Sheriff's Communications (Control 1)

NOTE: "Simplex" channels do not transmit via the 800 MHz radio towers. They are radio to radio, short range channels. Sheriff's Communications (Control 1) and Probation Dispatch

(Station 14) do not monitor Simplex (Talkaround) channels. All Talkgroup channels are monitored.

II. PROCEDURE

Basic Guidelines for Use

- A. When Pak-set is in the unit, it shall be kept in the battery charger. Radio checks with ██████████ should be made at the beginning of each shift. Pak-sets will be kept in the "ON" position at all times.

10-1	Receiving poorly
10-2	Receiving well
10-3	Stop transmitting
10-4	Acknowledgement
10-5	Relay a message
10-6	Busy
10-7	Out of service
10-8	In service
10-9	Repeat
10-10	Out of service, subject to call
10-13	Any traffic/message for me?
10-14	No message for you
10-15	Prisoner in custody
10-17	Pick up papers
10-19	Return to Station
10-20	Location
10-21	Call _____ by telephone
10-22	Cancel last message or assignment
10-23	Stand by
10-25	Do you have contact with _____?
10-33	Stand by. Emergency traffic only.
10-34	Resume normal radio traffic
10-37	What is your name?
10-39	Message delivered
10-40	Is _____ available for a telephone call?
10-40A	Is _____ available for a radio call?
10-42	Pick up officer
10-45	Servicing equipment
10-48	I am now ready to take information
10-49	Proceed to _____
10-86	Traffic check (do you have traffic for this unit?)
10-87	Meet _____ at _____
10-97	Arrived at scene
10-98	Finished last assignment
Code 4	No further assistance needed

See attachment #1 for additional radio codes and law enforcement agency station and unit numbering and channel assignment information.

J. Examples of radio communication:

1. Radio Procedures for Western Medial run:

Station [REDACTED]: [REDACTED]

Unit [REDACTED]: [REDACTED]

Station [REDACTED]: [REDACTED]

Unit [REDACTED]: [REDACTED]

Station [REDACTED]: [REDACTED]

Unit [REDACTED] : [REDACTED]
Station [REDACTED] : [REDACTED]
Unit [REDACTED] [REDACTED]
Station [REDACTED] [REDACTED]

2. If you want to reach the Security Center, you would substitute [REDACTED]
[REDACTED]
3. If you want a specific unit, SJCO or person with a designated call sign, you would say, [REDACTED] Use the call sign of the person you are calling first, then give your own.
4. If you want to reach Probation Dispatch, you would say (on [REDACTED]
[REDACTED] [REDACTED])
5. If you want to reach Sheriff's communication (Control 1) you would say (on [REDACTED] "Control 1," [REDACTED])

REFERENCES:

Procedures: 3-1-001 Care and Use of County-Owned Facilities/Equipment
3-1-005 Institutional Field Trips
3-1-018 Custody/Medical Transportation
3-1-019 Unauthorized Persons on Grounds
3-1-029 Transfer of Youth Between Open Institutions
3-1-102 Reporting Juvenile Facility Escapes
3-1-104 Hostage Crisis and Major Disturbance Management
3-2-013 Juvenile Hall Codes
3-2-020 Security
3-2-021 Sports Activities and Supervision
3-2-022 Transfer of Youth Between Juvenile Hall and Orangewood
3-2-023 Unit/Inventory and Check-Out System for Equipment
3-2-024 Code Yellow
3-2-032 Juvenile Hall Code Red
3-2-101 Assistance Calls

Policies: A-1 Policy Procedure and the Law
D-1 Threats, Harm, Danger to Employees and Others
D-5 Arrests/Temporary Detentions
D-6 Transportation of Probationers and Custody Transportation
D-7 Search and Seizure
G-3 Building Security and Safety
G-7 Distribution and Use of County Services,
Supplies and Equipment

S. Chandler:

APPROVED BY: