USE OF PAK-SET RADIO

AUTHORITY:		Administrative Directive					
			RESCINDS:	Procedure Manual Item 3-1-014, dated 8/18/2023			
FORMS:			None				
PURPOSE:			To provide department-wide guidelines for the use and security of the 800mhz two-way radio system.				
I.	GENE	RAL IN	FORMATION				
	A.	Statio	Station				
		1.	digit agency i station identifi	County law enforcement and fire agency is assigned a two- dentifier or station number. The Probation Department base ier is known as "Station." "Station." shall utilize "mary radio frequency.			
		2.	capable of tw groups. Local monitored by Center is	ent's Dispatch Center houses a base station radio system ro-way communication on Orange County channels and talk ted in the property of the pr			
		3.	the Department designate "Standard conjunction will designate "Standard conjunction will designate conjunction will design a conjunction wil	of a declared disaster, the Dispatch Center becomes part of ent's Emergency Operations Center (EOC). The EOC will tation "for radio communication purposes. The EOC, in the entire the channel(s) for radio communication between the EOC Center and other Probation personnel.			
	B.	busine guidel	ess in accordan ines set forth ir	ay radio equipment shall only be used for official Department ace with Orange County Communications procedures and the a PMI 1-5-317. Only sworn (deputized) officers are authorized			

All sworn officers will receive radio training either through formal STC training,

during In Service Training (IST), or at unit meetings. Radios shall be carried by

A numerical identifier has been assigned to each 800 MHz Pak-Set. The identifier

Deputy Probation Correctional Officers (DPCO) at all times while on duty.

is composed of "and a number, e.g.,

C.

D.

II. PROCEDURE

A. Security and Accountability of Radio Equipment

Each facility director is responsible for designating a Fixed Asset Control Officer (FACO). The FACO will maintain a record of all equipment assigned. Personnel shall be responsible for the security of their assigned radio.

- B. All deputized facility/camp officers shall always carry a radio while on duty (DPCO, SPCO, Sr. PCO, ADD, DD). Some officers will have their own assigned radios and others shall sign out a radio at the beginning of each shift. Radios should always be charged.
- C. It is the responsibility of the oncoming officer to complete a radio check at the start of their shift to ensure proper functionality.
- D. The Pak-Set radio should always be turned ON throughout the officer's entire shift.

E. Pak-Set Operation

- 1. Turn the radio on. Each radio will perform its own self-test before it is operational (approximately 5 seconds). The selected radio channel will be indicated on the radio's LED screen.
- 2. The radio shall remain with the officer and remain in the "ON" position at all times.
- 3. Before initiating any radio transmission, wait to ensure the airwaves are clear.
- 4. When transmitting, depress the PTT (push to talk) button on the side of the radio and wait for a tone before transmitting.

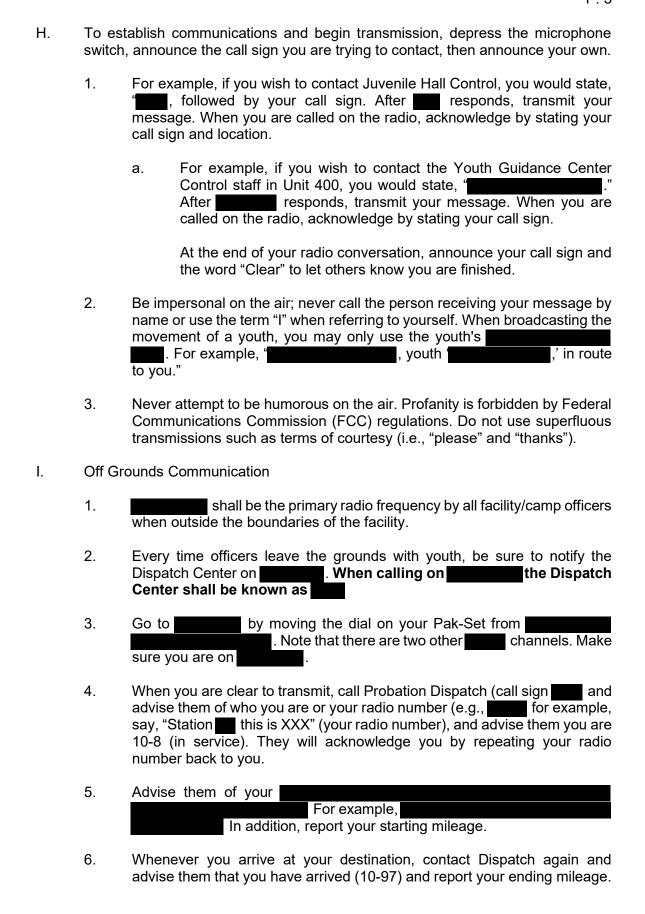
F. Emergency Button



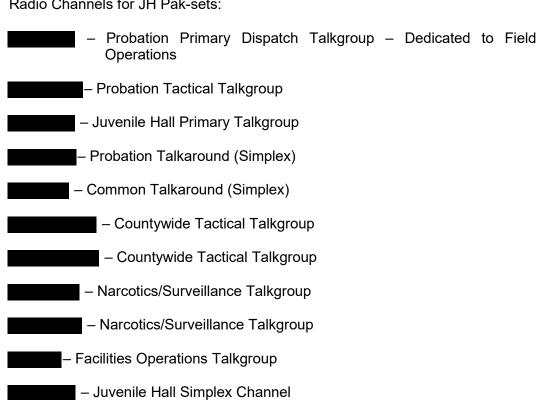
2. Immediately advise "Station " that you are and that the use of the emergency button was accidental or state your "emergency."

G. Radio Code and Terminology

- 1. Refer to the County of Orange's "Official Law Enforcement Communications Handbook."
- 2. Probation personnel are required to use radio codes. If you do not know a code, advise the person you are talking with to use plain English.



- Repeat the above procedure if you are continuing to another destination or 7. if you are returning to your point of origin.
- 8. You can use this method to contact Dispatch to advise them of incidents that may arise when you are in the field. This would include circumstances such as traffic accidents, youth fighting during transport, or an escape during transport.
- 9. When you return to YGC, YLA, or JH and have finished your assignment, advise Station that you have arrived (e.g. "10-97 YGC") and return to
- 10. Any time you leave the YGC talk-around channel, you are being monitored by . It is important to remember to use the correct radio protocol.
- J. Radio Channels for JH Pak-sets:



- Countywide Law Emergency Talk-group - This channel is to only be used

Annex Simplex Channel - Dedicated to Lacy Annex

Youth Guidance Center Simplex Channel

NOTE:

K. LOST, STOLEN OR DAMAGED RADIOS

- 1. All parts for the Motorola portable radios can be ordered through the quartermaster. Dispatch has a limited supply of radio parts at Juvenile Hall for those with an immediate need. Seek direction through your supervisor.
- 2. Lost If a portable radio is lost, the Officer should file a lost property report with the local police department where the radio was misplaced. Then, advise Dispatch, who will contact Sheriff Communications to temporarily suspend the radio pending recovery. If the radio has not been located, dispatch will have Sheriff Communications permanently deactivate it. Once permanently deactivated, the radio is forever rendered useless.
- 3. Stolen If a portable radio is stolen, the Officer should file a police report with the local police department where the radio was stolen (vehicle, residence, etc.). Then, advise Dispatch, who in turn will contact Sheriff Communications to temporarily suspend the radio pending recovery. If the radio has not been located, dispatch will have Sheriff Communications permanently deactivate the radio. Once permanently deactivated, the radio is forever rendered useless.
- 4. <u>Damaged/Inoperable</u> If a portable radio is damaged or inoperable, it must be brought to Dispatch. Dispatch will take the radio to Sheriff Communications to be repaired. Once fixed, Dispatch will notify the Officer that the radio is ready for pickup. Dispatch will issue a new portable radio to the Officer if the radio is unrepairable.

L. Familiar 10 Codes:

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
10-14	Escort (transport other than a 10-15)
10-13	Prisoner in custody
10-17	Pick up papers
10-19	Return to Station/Office
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	Name of Operator on Duty
10-39	Message delivered
10-42	Pick up officer
	•

10-45	Service your 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 location			
10-98	Finished last assignment			
Code 4	No further assistance needed			

M. Examples of radio communication:

1. Radio Procedures for run:

Station ""

Unit 614: "614 at kitchen"

Station "614 – 10-19 for an Anaheim Global Medical Center

run"

Unit 614: "14H – 10-4 – 10-19"

Station "614"

Unit 614: "614 en-route with

one-open North Sally Port gate"

Station "Copy 614"

Unit 614: "614 – 10-98 – 10-19"

Station "614 – 10-4"

2. If you want to reach the Security Center, you would substitute

- 3. If you want a specific unit, SPCO or person with a designated call sign, you would say, "Section 2015" 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 "Station"," "715-A."
- 5. If you want to reach Sheriff's communication (Control 1) you would say (on

REFERENCES:

Procedures:	3-1-017	Care	and	Use	of	County-Owned
		Facilit	ies/Equip	ment		
	3-2-001	Facility	Security			
	3-2-004	Unit Inv	entory an	d Check-0	Out Syst	tem for Equipment

	3-3-001	Reporting Juvenile Facility Escapes
	3-3-002	Hostage Crisis and Major Disturbance Management
	3-3-005	Assistance Calls
	3-3-006	Unauthorized Persons on Grounds
	3-3-007	Code Red/Code Yellow
	3-5-006	Transfer of Youth Between Open Facilities/Returning Youth to Facilities
	3-5-007	Transfer of Youth Between Juvenile Hall and Orangewood – Juvenile Hall
	3-5-010	Roster Codes – Juvenile Hall
	3-8-007	Recreation/ Exercise Program
	3-8-014	Facility Field Trips
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

K. Carvo

APPROVED BY: