

## 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. GENERAL INFORMATION

#### A. Station ■

1. Each Orange County law enforcement and fire agency is assigned a two-digit agency identifier or station number. The Probation Department base station identifier is known as "Station ■." "Station ■" shall utilize "■" as their primary radio frequency.
2. The Department's Dispatch Center houses a base station radio system capable of two-way communication on Orange County channels and talk groups. Located in ■, the base station is monitored by a radio dispatcher, ■ from ■. The Dispatch Center is ■. Refer to PMI (1-5-317), Use of 800 MHz Two-Way Radio Equipment and Dispatch Operations.
3. In the event of a declared disaster, the Dispatch Center becomes part of the Department's Emergency Operations Center (EOC). The EOC will designate "Station ■" for radio communication purposes. The EOC, in conjunction with the ■, will designate the channel(s) for radio communication between the EOC, the Dispatch Center and other Probation personnel.

- B. The 800 MHz two-way radio equipment shall only be used for official Department business in accordance with Orange County Communications procedures and the guidelines set forth in PMI 1-5-317. Only sworn (deputized) officers are authorized to carry and use the 800MHz Pak-Set radios.
- C. 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 Deputy **Probation** Correctional Officers (DPCO) at all times while on duty.
- D. A numerical identifier has been assigned to each 800 MHz Pak-Set. The identifier is composed of "■" and a number, e.g., ■.

## 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

1. The radios have an [REDACTED] emergency button [REDACTED] of the radio. If this button is accidentally pressed, [REDACTED].

2. Immediately advise "Station [REDACTED]" that you are [REDACTED] 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.

H. To establish communications and begin transmission, depress the microphone switch, announce the call sign you are trying to contact, then announce your own.

1. For example, if you wish to contact Juvenile Hall Control, you would state, "[REDACTED]", followed by your call sign. After [REDACTED] responds, transmit your message. When you are called on the radio, acknowledge by stating your call sign and location.
  - a. For example, if you wish to contact the Youth Guidance Center Control staff in Unit 400, you would state, "[REDACTED]". After [REDACTED] responds, transmit your message. When you are called on the radio, acknowledge by stating your call sign.

At the end of your radio conversation, announce your call sign and the word "Clear" to let others know you are finished.

2. Be impersonal on the air; never call the person receiving your message by name or use the term "I" when referring to yourself. When broadcasting the movement of a youth, you may only use the youth's [REDACTED] [REDACTED]. For example, "[REDACTED], youth [REDACTED], in route to you."
3. Never attempt to be humorous on the air. Profanity is forbidden by Federal Communications Commission (FCC) regulations. Do not use superfluous transmissions such as terms of courtesy (i.e., "please" and "thanks").

I. Off Grounds Communication

1. [REDACTED] shall be the primary radio frequency by all facility/camp officers when outside the boundaries of the facility.
2. Every time officers leave the grounds with youth, be sure to notify the Dispatch Center on [REDACTED]. **When calling on [REDACTED] the Dispatch Center shall be known as [REDACTED]**
3. Go to [REDACTED] by moving the dial on your Pak-Set from [REDACTED] [REDACTED]. Note that there are two other [REDACTED] channels. Make sure you are on [REDACTED].
4. When you are clear to transmit, call Probation Dispatch (call sign [REDACTED] and advise them of who you are or your radio number (e.g., [REDACTED] for example, say, "Station [REDACTED] this is XXX" (your radio number), and advise them you are 10-8 (in service). They will acknowledge you by repeating your radio number back to you.
5. Advise them of your [REDACTED] [REDACTED]. For example, [REDACTED] [REDACTED]. In addition, report your starting mileage.
6. Whenever you arrive at your destination, contact Dispatch again and advise them that you have arrived (10-97) and report your ending mileage.

7. Repeat the above procedure if you are continuing to another destination or 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 [REDACTED] that you have arrived (e.g. "10-97 YGC") and return to the [REDACTED].
10. Any time you leave the YGC talk-around channel, you are being monitored by [REDACTED]. It is important to remember to use the correct radio protocol.

J. Radio Channels for JH Pak-sets:

- [REDACTED] – Probation Primary Dispatch Talkgroup – Dedicated to Field Operations
- [REDACTED] – Probation Tactical Talkgroup
- [REDACTED] – Juvenile Hall Primary Talkgroup
- [REDACTED] – Probation Talkaround (Simplex)
- [REDACTED] – Common Talkaround (Simplex)
- [REDACTED] – Countywide Tactical Talkgroup
- [REDACTED] – Countywide Tactical Talkgroup
- [REDACTED] – Narcotics/Surveillance Talkgroup
- [REDACTED] – Narcotics/Surveillance Talkgroup
- [REDACTED] – Facilities Operations Talkgroup
- [REDACTED] – Juvenile Hall Simplex Channel
- [REDACTED] – Annex Simplex Channel - Dedicated to Lacy Annex
- [REDACTED] – Youth Guidance Center Simplex Channel
- [REDACTED] – Countywide Law Emergency Talk-group – This channel is to only be used in [REDACTED]

NOTE: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED].

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. Damaged/Inoperable – 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 [REDACTED] run:  
Station [REDACTED] "[REDACTED]"  
Unit 614: "614 at kitchen"  
Station [REDACTED] "614 – 10-19 for an Anaheim Global Medical Center run"  
Unit 614: "14H – 10-4 – 10-19"  
Station [REDACTED] "614"  
Unit 614: "614 en-route [REDACTED] with one—open North Sally Port gate"  
Station [REDACTED] "Copy 614"  
Unit 614: "614 – 10-98 – 10-19"  
Station [REDACTED] "614 – 10-4"
2. If you want to reach the Security Center, you would substitute [REDACTED]
3. If you want a specific unit, SPCO 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]) "Station [REDACTED], "715-A."
5. If you want to reach Sheriff's communication (Control 1) you would say (on [REDACTED])

**REFERENCES:**

Procedures:	3-1-017	Care and Use of County-Owned Facilities/Equipment
	3-2-001	Facility Security
	3-2-004	Unit Inventory and Check-Out System 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

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**APPROVED BY:**