

HT Radio Communication System and Emergency Codes

925.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the effective utilization of the Handie-Talkie (HT) radio communication system and emergency codes. This policy applies to all juvenile facility staff.

925.1.1 DEFINITIONS

Definitions related to this policy include:

Handie Talkie (HT) radio communication system – A handheld, portable two-way radio transceiver (transmitter/receiver) which allows all juvenile facility staff to communicate with one another. HT is an abbreviation for “Handie-Talkie,” a commonly used term for this type of radio transceiver.

Man-down – HT radios featuring a “man-down” button, when pressed, send a signal to the corresponding “man-down” receiver box indicating the HT radio number. The “man-down” feature is used to alert control staff that there is an emergency involving the staff assigned to that particular radio number. Not all facilities are equipped with this feature.

Emergency codes:

██████████ – A code used to signify any emergency requiring an immediate response from the duty officer (DO) and all available back-up staff. Emergencies may include, but are not limited to the following: a fight, a serious disturbance among the youth, or a threat of attack.

██████████ – A code used to signify a fire related emergency requiring an immediate response from the DO, on-site health care staff, maintenance staff and all available back-up staff.

██████████ – A code used to signify a severe medical emergency requiring an immediate response from on-site health care staff, the DO, all available back-up staff and emergency response personnel. Severe medical emergencies may include, but are not limited to the following: cardiac arrest, suicide attempt, or an unconscious person.

██████████ – A code used to communicate “officer needs back-up.” For juvenile facility purposes, it represents a request for an immediate response from the DO and all available back-up staff.

██████████ – A code used to signify that a youth is either attempting to escape or has successfully escaped from a juvenile facility. This code requires immediate response from the DO and all available back-up staff. Staff shall announce “escape” and the location the youth was last seen.

925.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 3, § 1327;
- Juvenile Facility Services Policies: Use of Force; & ██████████ Radio Call.

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925.3 POLICY

All juvenile facilities shall utilize the HT radio communication system to ensure the safety and security of youth and staff. Staff shall be trained in the proper use of the HT radio equipment and established emergency codes. All available staff: supervising probation officers (SPO), senior probation corrections officers (Sr. PCO), and probation corrections officers (PCO) are required to respond to emergency code calls and assist as “back-up staff.”

925.4 USE OF EMERGENCY CODES

Any juvenile facility staff needing assistance because of an immediate emergency situation can summon help anywhere in the facility by utilizing the HT radio and announcing an emergency code and the location of the emergency.

Whether or not a situation is serious enough to warrant the use of an emergency code is a matter of judgment by staff involved. However, as a general rule, when in doubt, use the established emergency codes. The types of situations that would necessitate the use of the HT radio to make an emergency code call may include, but are not limited to the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

925.5 ACTIVATING THE SYSTEM

The HT radio shall be carried on the staff’s utility belt with a handheld microphone clipped to his/her shirt collar and a properly worn ear piece. The HT radio is used to communicate to the control center staff any movement of youth in the facility and alert all juvenile facility staff in an emergency situation.

The HT radio must first be powered on to ensure it is charged, and then placed on the appropriate channel assigned to each juvenile facility. The HT radio is activated by keying or pressing the handheld microphone talk switch and speaking in a clear, calm, and firm voice. Releasing the microphone talk switch will allow communication to be received.

In an emergency situation, staff are encouraged to announce an emergency code call via the HT radio. However, in the event staff cannot use his/her microphone they may utilize the “man-down” feature of the HT radio, if their juvenile facility has an HT receiver box. The “man-down” button is an added security feature intended to assist staff in summoning assistance in emergency situations only.

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925.6 CONTROL CENTER STAFF RESPONSIBILITIES

Control center staff shall do the following:

- (a)
- (b)
- (c) Document the time the radio check was performed and all staff/youth movement, on each shift, on a Control Log (attachment);
- (d)
- (f)
- (g) Charge HT radios when they are not in use.

925.7 RESPONSE

Control center staff, upon receiving an emergency code call

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

When an emergency code call occurs and assistance is no longer required, or if it is a false alarm, the DO and/or control center staff, under the direction of the DO, shall clear the emergency code call.

[REDACTED]

All emergency code calls shall be logged in the duty log, indicating the time, date, location and nature of the emergency code call.

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925.8 CARE OF HT RADIOS

Upon arrival for work, all SPOs, Sr. PCOs, PCOs, facility manager(s), on-site health care staff, maintenance staff, vocational staff, food services managers and teachers/teachers' assistants shall be assigned a HT radio. Staff working directly with youth such as SPOs, Sr. PCOs, PCOs, on-site health care staff and teachers/teachers' assistants shall be required to carry a HT radio assigned to them, on their person, at all times.

Each HT radio has an identification number. When staff are assigned a HT radio, the identification number and staff's name shall be recorded on the Staff Tracking Sheet (attachment).

Staff are personally responsible for the security of their assigned HT radio. Youth are not allowed to touch or handle HT radios. If a HT radio is lost, staff shall report it immediately to the DO and complete an incident report in the Juvenile and Adult Management System (JAMS) prior to the end of their shift.

If a HT radio is damaged or lost due to neglect or misuse by staff, staff may be held financially responsible.

If staff notice that their assigned HT radio is not functioning properly they shall return it to the DO and/or control center staff, as soon as possible. Control center staff shall assign staff another HT radio, update the Staff Tracking Sheet (attachment) and notify the SPO in charge of safety equipment of the issue.

HT radios shall be cleaned and maintained on a regular basis by the SPO in charge of safety equipment for each facility.

Date(s) revised:

12/07/2017

02/04/2016

Created: 03/01/2000

Attachments:

[1. Control Log](#)

[2. Staff Tracking Sheet](#)

