

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.:	1445
Issued:	12/16/2020
Post Until:	01/16/2021

SUBJECT: JUVENILE INSTITUTIONS (DSB AND RTSB) RADIO POLICY AND PROCEDURE

PURPOSE

This Directive outlines policy and procedure for the use of facility radio equipment, Juvenile Institution staff to communicate during incidents and other needs within juvenile facilities.

All on-duty officers in juvenile halls, camps and Dorothy Kirby Center (DKC) shall be issued a portable radio and (if available) speaker microphone. Officers are to exercise due diligence in safeguarding equipment and supplies that are assigned.

FACILITY RADIO ROOM

Management at each juvenile hall, camp and DKC shall establish a secured Radio Room to maintain radios and speaker microphones for each respective facility. The Officer of the Day (OD), Assistant Director (AD), Residential Supervisor (RS) or designee shall designate a staff on each shift to manage the issuance and return of radios which ensures proper documentation.

All radios shall remain secured until assigned/returned by staff in the presence of the designated Radio Room staff. At no time shall a radio be issued/returned without completing the sign in/out procedure to ensure accountability for all devices. It is critical for the designated Radio Room staff to ensure the integrity of the sign in/out process and accountability for all radios.

ISSUANCE OF RADIO EQUIPMENT AND HOLSTER

Officers shall not allow any detained youth to access, carry, use, or transport radio equipment at any time.

Issuance of Holster

Each officer shall be provided a portable holster as part of their uniform and shall place the issued radio in the portable radio holster during work hours. Officers shall sign for the holster upon issuance which shall remain in the care of the assigned officer. The holster shall be returned to their supervisor if the officer leaves service at their respective facility.

Daily Issuance of Radio Equipment

Radios are to remain secured in each facility's Radio Room when not issued. It is the responsibility of the OD/AD/RS to issue a radio to each sworn and other designated staff at the beginning and end of each shift. Staff shall record their sign out of a radio and speaker microphone, if available, on the Radio Log. At the end of each shift, the radio and speaker

microphone shall be returned and signed-in to the Radio Room for charging or replacement with fresh batteries.

ON-DUTY STAFF RADIO ISSUANCE PROCEDURE:

The designated staff assigned to the Radio Room is to account for the number of radios and speaker microphones present at the beginning and end of their shift. They shall document this information on the Shift Radio Audit Log (Attachment A).

- At the beginning of each shift, officers shall pick up their facility keys and proceed to report to the designated Radio Room for issuance of a radio and a speaker microphone (if available). A radio identification number is engraved into the radio which shall be confirmed with the designated Radio Room staff before signing out a radio.
- The officer shall sign out the radio and speaker microphone using the Facility Radio Sign in/Sign out Log (Attachment B) in the presence of the Radio Room designee. All sections on the Radio Log must be completed before the radio is issued.

BASIC RADIO OPERATIONS

- On-duty officers are required to obtain and carry radios at all times. The radio shall be placed in the issued holster which is secured to the uniform trouser belt. The speaker microphone shall be secured to the officer in a manner that is easily accessible while still providing security. The recommended location is below the lower collar button on the uniform polo shirt. Newer probation uniforms have pockets designed to attach the speaker microphone in the center of the chest or over either of the officer's shoulders.
- A copy of the completed Sign in/Sign out log with all issued radio ID numbers shall be provided to the OD, AD, or RS within 45 minutes of the beginning of the shift.
- For the halls, the unit Shift Leader shall also note the number of radios and speaker microphones at the beginning and the end of their shift. This is to be noted in the comments section of the Shift Condition Report and the Shift Leader red logbook. Each radio number shall be listed individually.
- Ensure the radio is turned on to the appropriate channel. To communicate, press and hold the push to talk button and speak in a clear voice with the speaker microphone or radio approximately three inches from your mouth. Release the button when you stop speaking. Listen for the appropriate response.
- The portable radios and speaker microphones are designed with an emergency button that officers may press if they need assistance. If the emergency button is pressed, a notification will alert additional officers to report to the location of the emergency.
- To activate the emergency notification on their radio, the officer that requires assistance shall press the red emergency button for three (3) seconds. After three seconds, the radio will activate an emergency notification. The officer shall release the red button and the radio will automatically change to the emergency alert channel. The radio will maintain an open microphone transmission for 20 seconds without having to press the push-to-talk button. During the 20 seconds, the officer needs to state who they are, where they are

located and what is the emergency. After 20 seconds, the radio will go in to receive mode for 10 seconds. If the push to talk button is not pressed, the radio will continue to cycle through 20 seconds of automatic transmission and 10 second receive modes. When the push to talk button is pressed, the radio will no longer transmit on its own and the staff will need to press the push-to-talk button to send further information.

- Upon an emergency notification, the OD, AD, or RS shall assess the emergency call and dispatch appropriate staff to the location of the emergency. The OD, AD, or RS shall determine which staff is having an emergency by utilizing the transmitted radio ID number and locating the number on the sign in/sign out log. An emergency action alert may only be cleared by the OD, AD, RS, or their designee once the situation is deemed to no longer be an emergency.
- To clear the emergency action notification on each radio, the officer must turn their radio off and back on.
- Officers conducting transport outside of the facility may utilize the radio during official duties. After the transport or when the officer's shift is complete, the officer must return and sign-in the radio at the Radio Room from which it was issued. Department radios may not be used outside of the facility for personal or off-duty use and may not be taken home.
- A separate County Wide Integrated Radio Service (CWIRS) radio may be issued to the staff when going on a transport outside of the facility. These CWIRS radios transmit on a separate county-wide radio system. Staff must ensure they only transmit on their assigned facility talk group and do not use the other talk groups except in cases of emergency.

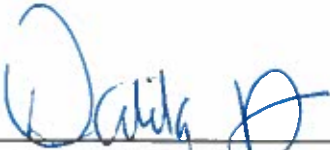
OUTGOING STAFF RADIO RETURN PROCEDURE

- At the end of the shift, officers shall return their assigned radio and speaker microphone to the Radio Room designee who shall complete the sign in portion of the Radio Log.
- Radio and speaker microphone surfaces shall be disinfected with isopropyl alcohol wipes before issuance to another officer.
- Bleach, solvents, or cleaning sprays are never to be used to cleanse or disinfect the radio equipment. These product damage radio components.
- The Radio Room designee is responsible for ensuring compliance with issuance, return procedures, and timely reporting any deviations from procedures (e.g., radios missing, damaged, etc.) to the OD, AD, or RS.
- When applicable, the OD, AD, or RS shall investigate and resolve any deviation from radio issuance and return procedures.
- The OD, AD, or RS shall document the concern, outreach, resolution, and/or ongoing issues.

MALFUNCTIONING RADIO PROCEDURE

- Each radio shall be checked by the staff it was issued to for functionality and damage. Any inoperable or damaged radio shall be promptly returned to the Radio Room for coordination of repair services and issuance of a replacement radio to the officer.
- A Special Incident Report (SIR) shall be completed by the reporting officer explaining the radio damage. If the equipment was damaged during a physical Intervention, the Physical Intervention Report number shall be referenced in the SIR.

If you have questions regarding this Directive, please contact the Juvenile Institutions Consultant at (562) 940-2523.



Dalila Alcantara, Deputy Director
Juvenile Institutions Services

**COUNTY OF LOS ANGELES
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JUVENILE INSTITUTIONS**

SHIFT RADIO AUDIT LOG

DATE: _____

SHIFT: ☐ AM ☐ PM ☐ 10-6

FACILITY: ☐ BBNJH ☐ CJH ☐ CBA ☐ CGR ☐ CJP ☐ CJS ☐ CVK ☐ DKC

SHIFT SUPERVISOR: _____ **RADIO ROOM STAFF:** _____

BEGINNING OF SHIFT COUNT:

RADIOS _____ **SPEAKER MICROPHONE** _____ **SPARE BATTERIES** _____

END OF SHIFT COUNT:

RADIOS _____ **SPEAKER MICROPHONE** _____ **SPARE BATTERIES** _____

UNACCOUNTED FOR RADIOS, SPEAKER MICROPHONE OR BATTERIES AND REASON:

SUPERVISOR RESPONSE TO DETERMINE LOCATION OF EQUIPMENT:

RADIO ROOM AUDITOR SIGNATURE: _____

SHIFT SUPERVISOR SIGNATURE: _____

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FACILITY RADIO SIGN-IN/SIGN-OUT LOG

FACILITY: ☐BJNJH ☐CJH ☐CBA ☐CGR ☐CJP ☐CJS ☐CVK ☐DKC

SHIFT: ☐ AM ☐ PM ☐ 10-6

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