

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.1.15
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	15	FACILITY RADIOS	
STANDARDS: ACA – 4 – ALDF: 1C-14, 2B-06			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.15 dated 1/25/18 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to maintain a system of radio communications using transceivers, in accordance with the rules and regulations of the Federal Communications Commission (FCC) and as provided in this procedure and work rule.

II. RESPONSIBILITIES

All Correctional employees issued with, or having access to, two-way radios and their usage are responsible for adhering to the following procedures.

III. DEFINITIONS

Echo System: Master Control Officer repeating previous Radio transmission by staff.

FCC: Federal Communication Commission.

IV. PROCEDURES

A. General Information

1. All Division of Corrections radios are used only for official communications.
2. Correctional staff are required to follow the correct Radio procedures and communicate in a professional manner at all times.

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3. Correctional staff are responsible for assigned radio. All damages and loss must be reported.
4. The use of profane, vulgar, or abusive language over radio conversation is strictly prohibited and, is a violation of FCC regulation and this Divisional procedure and work rule.
5. Staff are to use plain language and the "ECHO" system to facilitate radio communication: staff will identify self, location and situation. Responder repeats what is said.

Code #1	Staff in Distress
Code #2	Disturbance in Progress Involving Multiple Inmates
Code #3	Medical Emergency
Code #4	Perimeter Alert/Perimeter Breach
Code #5	Escape
Code #6	Hostage
Code #7	Severe Weather
Code #8	Fire/Smoke
Code #10	Facility is Experiencing Technical Difficulties

6. Staff are trained to recognize and use the Phonetic Alphabet in security operations, where appropriate; as follows:

A-Alpha	J-Juliet	S-Sierra
B-Bravo	K-Kilo	T-Tango
C-Charlie	L-Lima	U-Utah
D-Delta	M-Mike	V-Victor
E-Echo	N-November	W-Whiskey
F-Foxtrot	O-Oscar	X-X-ray
G-George	P-Papa	Y-Yankee

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H-Hotel	Q-Quebec	Z-Zebra
I-India	R-Romeo	

B. Obtaining and Operating the Radio

1. Post assigned radios are the responsibility of staff assigned to the post. Staff will conduct inventory of radios, and enter information in IJMS or other appropriate logs.
2. Any physical damage will be documented and reported on an Incident Report to the Supervisor/Safety Officer.
3. Staff will set their radios on the correct channel. The following procedures for use/handling and efficient operation of the radios will be observed, as follows:
 - a. Staff will pause and listen before sending a message so to avoid speaking over anyone who is transmitting.
 - b. Staff will use the appropriate Unit numbers. Announce your number then the name of the person you are calling (i.e., Officer Jones to Officer Sue).
 - c. Staff will clearly acknowledge any transmission directed to them.
 - d. Staff will be as direct, clear and concise as possible when transmitting on the radio. Business requiring long conversations should be done by telephone.
4. When transmission has been completed between units, the unit originating the transmission will announce and say “clear.” This will inform other unit that the radio frequency is open for new traffic.
5. Staff will not pick up or carry the radio by the antenna or in any pocket of the uniform or coat. Staff will carry their radio in a holster or clip.
6. The Master Control in both facilities will maintain at least one radio on an inter-facility frequency and keeps it on that frequency in order to ensure radio communication between both institutions.
7. All radios not assigned will be kept in the Master Control or area designated for radio storage.
8. Radios and supplemental equipment (i.e. chargers, batteries, microphones etc.) will be inventoried on each shift daily, by the Supervisors and reported to Safety Officer.

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9. All damaged radios and equipment will be documented and reported to Chief of Security.