

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 5.09	PAGES: 1 of 3
	RELATED ORDERS: P&P 5.05	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
	REVISION DATE: September 16, 2013	
CHAPTER: Staff Communications and Transportation	SUBJECT: Radio Accountability	

I. **PURPOSE:** To establish policy and procedure for radio communications and equipment.

II. **POLICY:** Staff will utilize the radio equipment assigned to them in compliance with all Agency regulations, and the following procedure.

III. **PROCEDURE:**

A. **ACCOUNTABILITY:**

1. The day shift Special Projects Office shall maintain a master inventory detailing work-site locations and status of radio equipment.
2. All portable radios, batteries and holders will be marked with identifying numbers.
3. Shift Sergeants will ensure that all radios, batteries and holders assigned to their areas are stored and used in assigned areas. All supervisors will have access to radio assignments.
 - a. Staff assigned to Glenn E. Dyer Detention Facility (GEDDF) Central Control shall maintain a log and account for all radios at the beginning of each shift.
 - b. Staff assigned to Santa Rita Jail (SRJ) Ready Room shall maintain a log and account for all radios at the beginning of each shift.
4. Personnel who are issued hand-held radios and holders will report malfunctions and damage by filling out an Observation Report (PD-209), attaching it to the defective equipment and delivering it to the Special Projects Office. Defective equipment will be logged and tracked.
5. In the absence of emergency or mitigating circumstances; radios, batteries and holders will be returned to the appropriate control area upon completion of shifts. The practice of securing such items in personal lockers is prohibited.
6. The Special Projects Office will arrange for repair of equipment as expeditiously as possible. One copy of the observation report will accompany the equipment to be repaired.
7. Locator System (GEDDF only): Each hand held radio is equipped with a locator system.

This is an electronic device that when activated, informs Central Control which assigned position has transmitted. The Locator System is automatically activated when an employee begins transmission. The Locator System does not disclose the location of the transmission.

B. PORTABLE RADIO CONTROL AREAS: The following have been designated as control areas for portable radios and battery chargers:

1. Glenn E. Dyer Detention Facility:

- a. Watch Commander's Office
- b. Watch/Security Sergeant's Offices
- c. Central Control
- d. Housing Unit Control
- e. Clinic/Medical Deputy's Office
- f. Classification Office
- g. Special Projects Deputy's Office
- h. Kitchen Deputy Office

2. Santa Rita Jail:

- a. Watch Commander's Office
- b. Watch/Security/ITR Sergeant's Offices
- c. Special Projects Deputy's Office
- d. Laundry
- e. Maintenance Supervisor's Office
- f. Kitchen Deputy Office.

C. 800 MHz RADIOS: 800 MHz radios are equipped with frequencies allowing communications with Sheriff's Office Dispatch and other law enforcement agencies pursuant to Policy and Procedure [5.05](#), "Telephone, Master Intercom/Paging, All-Call Paging and Radio Systems." In the event personnel are assigned to make prisoner transports, they are to be assigned an 800 MHz radio from either Central Control (GEDDF) or the Ready Room (SRJ). 800 MHz radios can be found in the following locations:

1. GEDDF: Central Control

2. SRJ:

- a. Watch Commander's Office
- b. Control Point 1
- c. Control Point 52
- d. Pool Cars

D. Detention and Corrections hand-held radios are equipped with the following channels:

1. Glenn E. Dyer Detention Facility:

Channel 1: Primary Security
Channel 2: Marshal's Office OMC

2. Santa Rita Jail operates on the following channels within Zone "J":

Channel 1: SRJ Main
Channel 2: SRJ Service
Channel 3: SRJ TAC 1
Channel 4: SRJ TAC 2
Channel 5: SRJ TAC 3
Channel 6: BMD East
Channel 7-13: Not used