

# **RADIO PROTOCOL**

STANDARD NO(S):

NYSSA # 91,96,98,99

DATE:

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REFER TO:

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## **I. POLICY:**

To ensure that staff at the Seneca County Correctional Facility follow proper and professional radio etiquette for both routine and emergency situations. All correctional staff will be trained and familiarized with the proper care and use of radio equipment.

## **II. DETAILS:**

### **A. Guidelines -**

1. The Correction Lieutenant will have complete control and supervision over all facility radio systems and equipment.
2. The Shift Supervisor will monitor all radio communications during their assigned shift.

### **B. Issuance and Maintenance –**

1. All staff will be responsible for the care and maintenance of the two-way radios assigned to them.
2. All radios will be located in the Duty Equipment Office, located adjacent to the Booking Desk.
3. Radios will be designated by quantity and shift. The charging units will be clearly Labeled as follows:
  - “First” shift – 10 units
  - “Second” shift – 9 units
  - “Third” shift – 8 units
  - Transport Officers – 4 units

Staff will select a radio from their specific “shift” charging area at shift briefing and return it to the same area at the end of duty. All staff will record their name, date, time and radio number into the radio log.

4. When any radio is found to be non-functional, the affected officer will complete Form AD-004 (Maintenance Request) and forward it along with radio to the Shift Supervisor.
5. Any loss, damage to or destruction of radios will be reported to the Shift Supervisor.
6. Negligence or carelessness in the use, operation or maintenance of a portable radio resulting in damage to, loss of or destruction of such portable radio, or any part thereof, shall be cause for disciplinary action and for holding such member financially responsible for the repair, restoration, or replacement of such portable radio or part thereof, including but not limited to, chargers, shoulder microphones, belt clips and batteries.
7. Spare portable radios will be available for use when issued radios are out of service.
8. No member will make any repairs or modifications, of any kind to any radio in the facility, including programming.

**C. On Duty Use –**

1. At no time will a staff member report to their duty post without a working portable radio.
2. At the beginning of each shift, all staff will perform a radio check with Central Control before reporting to their duty post.
3. All staff will address other staff over the portable radio by:
  - Badge number, (i.e. 624 to 605)
  - Rank/title with last name, (i.e. 624 to Sgt. Jones)
  - Location, (i.e. 624 to Booking)
4. First names will not be utilized in radio communications.
5. Profanity and slang terminology is not permitted.
6. All staff will communicate in an impersonal manner. Phrases such as “please”, “thank you” and “sorry” will not be permitted.
7. Arguments, discussions, and/or sarcasm will not be tolerated.
8. Information that could jeopardize the safety, security, or good order of the facility will not be transmitted.
9. All transmissions will be acknowledged promptly.

10. Staff not ready to accept a transmission will utilize the term “stand by” to indicate they are unavailable, unless the transmission is an emergency.
11. During an emergency situation (see “Codes”) only necessary transmissions should be made. Central Control will transmit... “Central Control to all units, the location of the emergency and emergency traffic only”. This will remain until notification is made by a Central Control transmission... “Central Control to all units, the location of the emergency has cleared and resume normal traffic”.
12. In all situations, a normal tone of voice will be used while transmitting. It is essential to enunciate and to speak at a steady rate.

**D. Codes –**

1. The following codes will be used in emergency situations:
  - CODE RED – Fire
  - CODE BLUE – Suicide or suicide attempt, medical emergency
  - CODE ORANGE – Officer needs assistance (Inmate fight, escape attempt, etc.)
  - CODE BLACK – Blackcreek Down
  - CODE X – Bomb Threat
  - CODE Y – Bomb Found
  - CODE Z – Bomb Exploded
2. All coded emergencies will require additional personnel to respond to the area.
3. The Shift Supervisor, Escort Officers and any other available staff will respond to all codes.
4. Medical personnel will be notified in the event of a CODE BLUE and for other emergencies, as necessary.

**E. Daily Radio Communications –**

1. Radio check –
  - Officer: 612 to Central Control
  - Central Control: Central Control on for 612
  - Officer: Radio check
  - Central Control: 612 received loud and clear.

2. Portable to Portable –

- Sending Officer: 615 to 607
- Receiving Officer: 607 on for 615
- Sending Officer: Inmates Brown & Davis to medical
- Receiving Officer: Brown & Davis to medical, received.

3. Transports –

- Transport Officer: 607 to Central Control
- Central Control: Central Control on for 607
- Transport Officer: In service with vehicle 315 enroute to Elmira Correctional with Two
- Central Control: Received (give time)

4. Codes/Duress Alarm

- HUB Officer: I have a Code Blue, HUB, Cell 17
- Central Control: Central Control to all units, we have a Code Blue/Duress Alarm in HUB, that's a code Blue/Duress Alarm in HUB, emergency traffic only, Shift Supervisor acknowledge (Response staff proceed to emergency area at this time)

At conclusion of emergency –

- Central Control: Central Control to all units, the Code Blue/Duress Alarm in HUB has been cleared, resume normal radio traffic.