

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP: 515
SUBJECT: INTERNAL RADIO
COMMUNICATION**

I. PURPOSE

To provide guidelines for the use of portable radios in the Adult Detention Center (ADC).

II. POLICY

It is the policy of the Fairfax County Sheriff's office that radio communications are provided throughout the ADC and are coordinated and controlled through the main control booth.

III. PROCEDURE

A. Confinement personnel will use their issued portable radios as primary means of communication.

1. All radio traffic will be routed through the main control booth operator.
 - a. Control booth operators will give instructions to personnel under the direction of a supervisor, or in an emergency.
 - b. Instructions given by the control booth operator will be followed immediately. Problems, questions, or complaints will be directed to a supervisor upon completion of the task.
 - c. Transmissions from one staff member directly to another will not be made without approval from the control booth operator unless conducted on a side band.
 - d. Policy and procedure will not be interpreted and the control booth operator will not make supervisory decisions. If this type of assistance is needed, a supervisor will be requested. The control booth operator will have access to supervisors via radio on a constant basis.

B. Radio transmissions should be clear and concise. If lengthy discussion or explanation is required, the telephone or intercom should be used.

1. Speak clearly to reduce the necessity of repeating the traffic.
2. The only exceptions to the use of common language will be the following four (4) signal codes:

Signal 1: Responder in immediate danger.

Signal 2: Responder needs assistance/back-up (followed by common language urgency indicator, i.e., urgent, non-emergency, etc.).

Signal 3: Responder is taking or anticipates taking subject into custody.

Signal 4: Responder/Dispatcher needs to convey sensitive, confidential, or safety information.

3. Do not transmit until the radio is clear of previous traffic so as not to interrupt or

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interfere with the transmissions of others.

4. Acknowledge the message and advise all other personnel that the channel is clear and open for other radio traffic.
- C. When contacting the control booth operator, the deputy will give his/her indicator and wait for recognition before transmitting. It must be taken into consideration that because of other duties, the control booth operator may take a few seconds to respond.
1. Correctional Services staff will make requests to the Main Control Booth using their rank, last name, duty assignment (i.e. Post 6, Medical, Program, etc.) and the action being requested. For example:
 - a. "Deputy Jones, Post 6, A-6", or "Sergeant Smith, Medical, B-17";
 - b. Control Booth response: "OK".
- D. The on-duty confinement supervisor will monitor radio traffic and insure that proper radio procedure is followed.
1. Radios will remain on ADC channel one (1) unless otherwise directed by a supervisor.
 2. All transmissions will be made in a professional and business like manner in accordance with FCC regulations and procedures. False calls, false or fraudulent distress signals, unnecessary and unidentified communications, obscene, indecent and profane language are specifically prohibited.
- E. Portable Radios issued to staff are responsible for care and security. All problems should be reported to the Information Technology Branch, Communications Officer as soon as possible.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**10/04/99
EFFECTIVE DATE**

Revised: September 1999, February 2012