

BASIC 2-WAY RADIO COMMUNICATION

Radios are your vital link to supervisors and other staff.

Inmates are not authorized to use radios.

ALL radio traffic is monitored by the Federal Communications Commission and any rule violations are punishable by fines.

When using a radio you should:

- Identify yourself
- Identify the person to whom you are transmitting
- Speak slowly, clearly and concisely
- Give the recipient time to respond
- Immediately cease all non-emergency transmissions during emergencies or ICS
- Use plain English during emergencies
- Never transmit false, deceptive or personal messages
- Continuously monitor and appropriately respond to transmissions
- Transmit only job-related, professional communications that are essential for completing department business
- Avoid unnecessary conversation (such as have a nice day, have a safe trip)
- Avoid interrupting other transmissions unless it is an emergency

To operate 2 way radios these basic principles apply to most:

- Ensure the desired Zone/Channel for your yard is selected (varies for different complexes and are preprogrammed). Yard staff can assist determining which one is needed.
- Turn on the ON/Off Volume knob clockwise. You hear a chirp/pitch tone.
- Listen for transmissions or press and hold the PTT (press to talk) button.
- Release the PTT to listen.
- Short high pitched tone chirps indicate a low charge battery.

FOR EMERGENCIES

- **The top (orange) button is programmed to send an emergency signal for times of duress. When pressed this signal overrides any other communication.**
- **If the button can't be pressed in the event of a serious emergency press the PTT button and scream/yell for help. If possible state your location and any information you can give.**

1. Antenna
2. Top Button
3. LED
4. Speaker
5. Universal Connector
6. Programmable Position Knob
7. 3-position concentric switch
8. On/Off Volume Control Knob
9. Microphone
10. Top Side Button
11. Push to talk button
12. Side Button 1

