

Rock County, Wisconsin



Communications Center
3636 N. County Highway F
Janesville, WI 53545
Phone (608) 757-5100
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911 COMMUNICATIONS COMMISSION

Wednesday, November 28, 2012, AT 1:30 PM

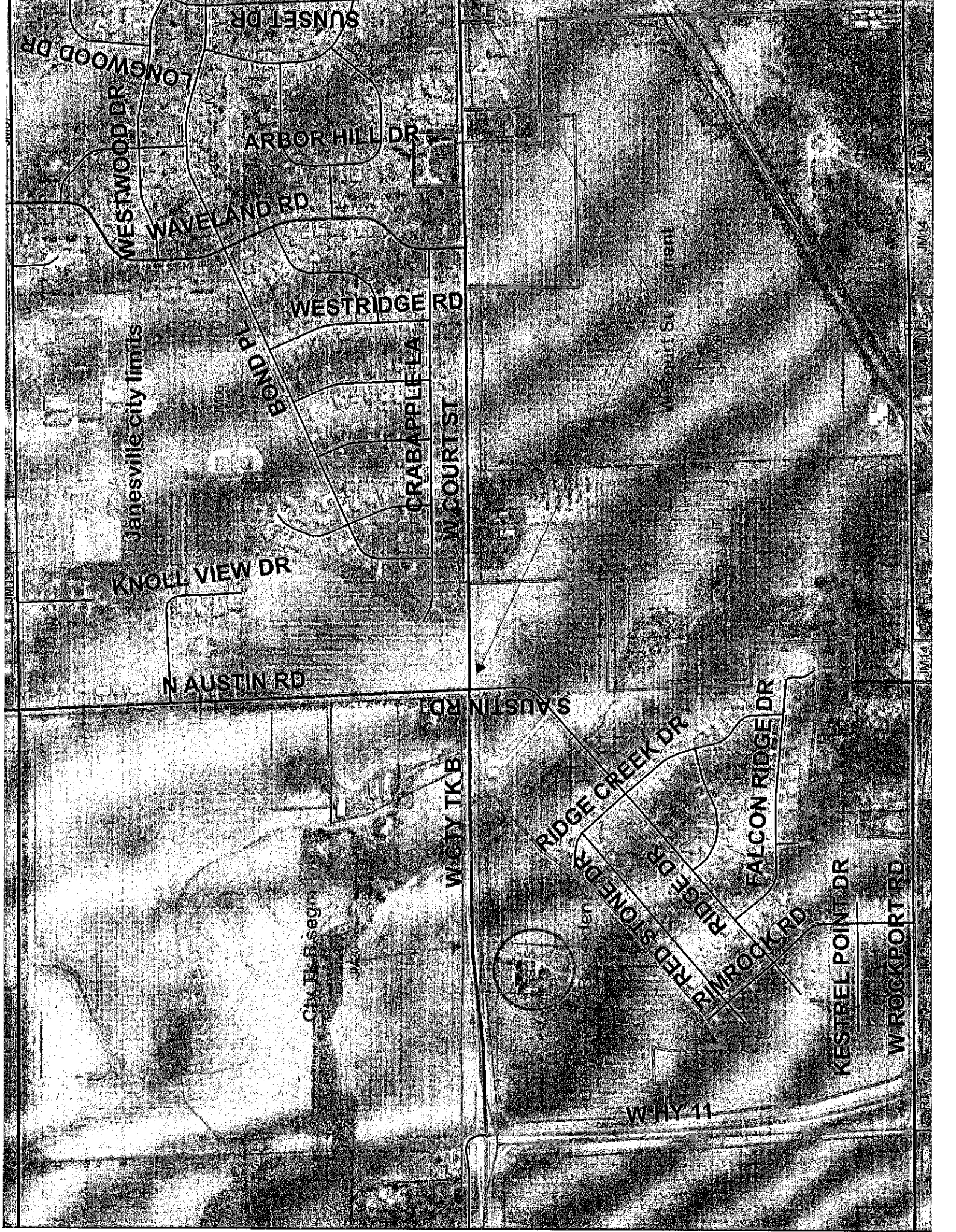
ROCK COUNTY COMMUNICATIONS CENTER

Agenda

1. Call to Order and Approval of Agenda
2. July 18 & September 19, 2012 minutes approval
3. Comments from the Public
4. Cty Tk B & Hy 11 Intersection Responder Confusion
5. Wisconsin Interoperability Gateway Authorization Request
6. CAD Terminals in Hospitals
7. Analog to Digital Radio Project - Update
8. CAD & LRMS Project - Update
9. Policy Updates:
 - A1: Amber Alert System
 - C6: Channel Diversion/Patching
 - E2: Evacuation of Primary Site
 - R2: Rules of Conduct
10. Informational Items & Updates
11. Adjournment

Commission members:

*Please contact the Communications Center
if you are unable to attend.
In order to conduct official business,
A quorum must be present*



SUNSET DR

LONGWOOD DR

WESTWOOD DR

ARBOR HILL DR

WAVELAND RD

WESTRIDGE RD

BOND PL

CRABAPPLE LA

W COURT ST

Janesville city limits

KNOLL VIEW DR

N AUSTIN RD

S AUSTIN RD

W CITY TK B

RIDGE CREEK DR

FALCON RIDGE DR

RIDGE DR

REDSTONE DR

WIMROCK RD

KESTREL POINT DR

W ROCKPORT RD

W WHY 11

City TK B segm

JM20

W Court St Segment

JM20

JM14

JM15

JM16

JM23

JM14

JM25

JM14

WISCONSIN
INTEROPERABILITY
SEAMLESS STATEWIDE  PUBLIC SAFETY RADIO COMMUNICATIONS

November 1, 2012

Dear Sheriff or County Communications System Manager,

The Statewide System Management Group (SSMG), the oversight group of Wisconsin Interoperable System for Communications (WISCOM), wishes to establish interoperability gateways between county radio systems and WISCOM. This will consist of a radio that receives (and, with your authorization, transmits on) the primary county law and fire channels, that is connected to a gateway box which is connected to a talkgroup (channel) on the WISCOM system. The establishment of these "County Scan" gateways will allow WISCOM users to scan county radio traffic. If you authorize transmit capability, WISCOM users will also be able to talk on the county radio channel while on the WISCOM County Scan talkgroup.

These gateways also provide the opportunity to patch county channels to WISCOM talkgroups as needed, again with your authorization. Any patching would be subject to protocols that would be developed and approved by your agency.

Please indicate your authorizations below by checking all that apply. You may change your authorization in the future. This project will be discussed at the December BSSA meeting.

Thank you for your assistance and cooperation as we make another step forward to further establish an interoperable system of systems.

Sincerely,



Sheriff Matt Joski

Statewide System Management Group Chair

I authorize WISCOM to establish a gateway with transmit capability between WISCOM and the following county channels: Primary Law, Secondary Law, Primary Fire, other: _____

I authorize WISCOM to establish a gateway with patching capability between WISCOM and the following county channels: Primary Law, Secondary Law, Primary Fire, other: _____

I authorize WISCOM to operate a gateway with transmit capability between WISCOM and the above county channels under the county's existing license for control stations.

I authorize WISCOM to license a gateway radio with transmit capability on the above channels.

Name

Title

Date

Please sign and email to WISCOMtech@dot.wi.gov or fax to 608-267-4495.

Questions may be directed to WISCOMtech@dot.wi.gov or Carl Guse at 608-266-2497.

SUMMARY

Policy: The Rock County Communications Center will play an active role in assisting Rock County law enforcement agencies in locating missing and exploited children that fit the criteria for an Amber Alert as well as any other missing, runaway, abandoned, or unidentified child. Any follow-up actions required will be coordinated by the investigating agency.

A. Amber Alert Criteria

1. Child must be 17 years of age or younger.
2. Child must be in danger of serious bodily harm or death.
3. Initiating law enforcement agency must have enough descriptive information about the child, the suspect(s) and/or the suspect vehicle(s) to believe an immediate broadcast alert will help locate the child.

EXCEPTION: Juveniles with mental conditions, medical conditions or physical disabilities that place the child's health and safety at severe risk. (Such cases should be evaluated on their own merits by the initiating law enforcement agency.)

B. Definition of an Abducted Child

A child 17 years or younger who has been unwillingly removed from his/her environment without permission from the child's legal guardian or designated legal representative.

NOTE: Amber Alert is not to be used for runaway or family abductions unless the child's life is in immediate danger.

C. Communications Center's Role in the Amber Alert Activation

1. Provide a 24-hour emergency hotline for public, media and other sources to exchange information with the investigating law enforcement agency.

2. The following telephone numbers are available for Amber Alerts:
 - **758-TIPS (758-8477)** for local use
 - **1-877-AMBER RC (1-877-262-3772)** for national use
3. Assign Communications Center staff to work with the investigating law enforcement agency representative(s) in interrogating callers, documenting leads and initiating calls for service regarding any information that requires a physical response from a law enforcement agency.
4. Establish a Communications Response Team (C.R.T) of trained telecommunicator staff members for assignment to any Amber Alert incident or other large scale and/or critical incident within Rock County where hotline activation or dedicated staff is required. (see C.R.T policy)

D. Amber Alert Broadcast (In & Outside of Rock County)

1. Upon receipt of an Amber Alert notification containing information that could place the victim/suspect near Rock County, the Rock County Communications Center will immediately broadcast all available information to Rock County user agencies.
2. The alert tone will be transmitted for (5) seconds on Rock Main, Janesville Main, Beloit Tac 1, and Rock Fire Repeater.
 - a. All law enforcement units will be advised to switch to the Rock Tac Repeater for an Amber Alert notification.
 - b. During the hours of **0630-2130** the fire dispatcher will activate the Rock Fire All Call pager tone at their radio console.
3. After (60) seconds one telecommunicator will transmit the alert tone again and will broadcast all available Amber Alert information (victim, suspect, vehicle, etc.) to the law units.
4. During the hours of 0630-2130 when all of the fire/EMS pagers have been activated the fire dispatcher will transmit the alert tone again simultaneously on Rock Fire Paging and

Rock Fire Repeater. The fire dispatcher will broadcast all available Amber Alert information to fire/EMS units. Outside of these hours (2131-0629) pagers will not be activated and the broadcast message will be given out only on the Rock Fire Repeater channel. (If there is lengthy information, the dispatcher should break every (30) seconds until the broadcast is complete.)

5. Once the Amber Alert broadcast has been relayed, the information will be transferred into the BOLO file for future reference.
6. Further updates and/or cancellations will be broadcast as received. (The BOLO file will also be updated at those times as well.)

E. Missing, runaway, abandoned, or unidentified children not covered by the Amber Alert System

1. Call for service will be entered into the Computer Aided Dispatch (CAD) system without delay.
2. If there are unusual circumstances surrounding the disappearance of a child, the user agency supervisor will be notified by the jurisdiction's dispatcher.
3. The Communications Center staff will enter the missing person information into the TIME (Transaction Information for Management of Enforcement) system for non-terminal agencies or when requested to do so by a user agency. The proper worksheet must be filled out prior to the entry being made.

F. Refresher Training

Supervisors will review this policy and provide refresher training specifically related to missing or exploited children on an annual basis with dispatch staff.

SUMMARY

Policy: The Rock County Communications Center is responsible for the coordination and allocation of available radio channels to ensure user agency safety and effective communications. Multi-jurisdictional and emergency events may require the diversion of user agency units from their primary channel. The use of interoperable radio equipment will be considered whenever incidents arise that require out of County coordination and/or communication.

A. Law Enforcement Core Frequencies:

1. Beloit Tac 1 (UHF only)
2. Beloit Tac 2 (UHF only)
3. Beloit Tac 3 (UHF only)
4. Beloit Tac 4 (UHF only)
5. BPD-RC Link (UHF Only)
6. BPD-CTAC Link(UHF Only)
7. BPD-JPD Link(UHF Only)
8. BPD-WINN Link(UHF Only)
9. County Main
10. County Tac Repeater
11. Interop
12. JPD Main
13. JPD Tac Repeater
14. Marc 1 Repeater
15. Marc 2 Car-Car
16. Special Events
17. VCall-10
18. VLaw-31
19. Amateur Radio

B. Rock County Law Enforcement Channel Descriptions:

1. Beloit Police Tac 1 Repeater Channel (UHF)

Zone 3 Primary dispatch channel. This channel has countywide transmitter and limited receive coverage (receiving capabilities may be limited to the Beloit/Janesville area). Not all of the law enforcement

user agencies in Rock County have direct access to this channel if they do not have UHF communications abilities. Authorized users may have access to this and other UHF channels through the UHF/VHF Interoperability Channel

2. Beloit Police Tac 2-4 Repeater Channels (UHF)

Zone 3 Secondary dispatch/special use channels. These channels have countywide transmitter and limited receive coverage (receiving capabilities may be limited to the Beloit/Janesville area). Frequently used for channel diversion, response coordination, tactical situations, search warrants, etc. Not all of the law enforcement user agencies in Rock County have direct access to this channel. They may have indirect access via the INTEROP channel.

3. BPD-RC Link (Beloit TAC 5)

Beloit Police (UHF) interoperability link to County Main Repeater (VHF).

4. BPD-CTAC Link (Beloit TAC 6)

Beloit Police (UHF) interoperability link to County Tactical Repeater (VHF).

5. BPD-JPD Link (Beloit TAC 10)

Beloit Police (UHF) interoperability link to Janesville Police Main Repeater (VHF).

6. BPD-WINN Link (Beloit TAC 7)

Beloit Police UHF interoperability link to Winnebago County, IL Sheriff's Department. VHF (TAC 1 WEST)

7. County Main Repeater

Zone 4 primary dispatch channel. This channel has county-wide transmitter and receive coverage. All of the law enforcement user agencies in Rock County have access to this channel.

8. County Tactical Repeater

Zone 4 **backup** dispatch channel. This channel has countywide transmitter and receive coverage. All law enforcement user agencies in Rock County have access to this channel. This channel is available to the Zone 2 and 3 agencies under emergency circumstances if their primary dispatch channels have failed. Prolonged use of this channel must be pre-authorized by a Rock County Sheriff's Office supervisor.

9. Rock County Municipal Channel

~~Used primarily for municipal activities, events, festivals and other local functions that need local coordination. All of the law enforcement user agencies in Rock County have access to this channel. This channel has countywide transmitter and receive coverage. Local rural departments may have transmit and receive capability.~~

10. Interoperability Channel - INTEROP

Primary diversion link for all VHF law agencies to a Beloit Police UHF frequency for multi-agency incidents within Rock County. Link default will be set to Beloit Tac 1, but may be switched by the dispatcher to Beloit Tac 2-3 if primary channel cannot be utilized or if the situation requires it to be moved.

11. Janesville Police Main Repeater Channel

Zone 2 dispatch channel. This channel has countywide transmitter and limited receive coverage. (Receiving capabilities may be limited to the Janesville area.) All of

the law enforcement user agencies in Rock County have access to this channel.

12. Janesville Police Tac Repeater Channel

Zone 2 **backup** dispatch channel. This channel has limited receive coverage (primarily in the Janesville area). Frequently used for channel diversion, response coordination, tactical situations, search warrants, etc. All of the law enforcement user agencies in Rock County have access to this channel.

13. Mutual Aid Radio Channel - MARC 1(Repeater) & MARC 2 (Car-to-Car)

- a. Used for coordinated radio communications involving Rock County public safety and/or all local government agencies. The MARC 1 radio frequency is capable of being operated as a repeated radio frequency while the MARC 2 radio frequency is a non-repeated car-to-car frequency.
- b. To utilize the MARC 1 frequency, authorized agency supervisors will notify the Communications Center of their need. The MARC 1 frequency is monitored at the Communications Center (with recorded audio) to activate the repeater in our County. Agencies utilizing this frequency must coordinate with the 911 Supervisor if they wish for telecommunicator participation.
- c. MARC is a mutual aid channel for use by all public safety and local government agencies involved in any incident requiring a multi-discipline response where no other common frequency exists between responding agencies. Therefore units utilizing the MARC frequencies are obligated to identify themselves by agency name and unit number when transmitting on the frequency.

Example:

- "Janesville A203"
- "Beloit DPW 30"

- "Rock County C406"

14. Special Events Channel

Countywide non-repeated tactical channel utilized to coordinate special events (parades, festivals, traffic escorts, etc.) Agencies must coordinate with 911 Supervisor for utilization of frequency prior to the event.

15. VCall-10 Channel

Nationwide public safety inter-agency tactical channel. Utilized in Rock County as the primary hailing channel for adjacent jurisdictions (police and fire) that do not have digital radio capabilities and are otherwise unable to communicate with Rock County public safety.

16. VLaw-31 Channel

Wisconsin police emergency radio network for inter-agency coordination.

17. Amateur Radio Channel

Repeated emergency frequency to be utilized during natural disasters or total radio communication failure within the County.

C. Channel Diversion Definition:

1. The diversion of law enforcement unit(s) from the same or different zones, from one channel to another. Generally, channel diversion should be considered during the following types of situations/events:
 - a. **Multi-Jurisdictional Responses**
 - b. **Multi-Zone Responses**
 - c. **Pursuit Coordination**
 - d. **Critical Incident Responses**
 - e. **Failure of Primary Dispatch Channel**

2. Whenever possible channel diversion/assignments will be made at the time the incident is initially dispatched.

D. Channel Diversion

1. The Rock County Communications Center routinely communicates with Rock County public safety agencies on their assigned frequencies. In the event that it becomes necessary for the Communications Center to assign tactical channels or CALL (nationwide public safety) channels, the Telecommunicator assigned to the primary agency will be responsible for the assignment of channels.
2. The Communications Center supervisor on duty at the time of the situation/event must evaluate the Center's staffing to make sure there are sufficient personnel to work the extra channel.
3. If there are not sufficient personnel to work the extra channel, the telecommunicator's attention will be directed to the channel that the situation/event is being handled on. The priority marker may be activated on the primary dispatch channel to alert units that radio traffic is restricted to "**Emergencies only.**" A user agency supervisor/officer or a Communications Center Telecommunicator may request that radio traffic be diverted or patched to an appropriate channel when applicable.

E. Examples of Channel Diversion:

Example 1:

A Rock County Sheriff's unit is dispatched to assist the Janesville Police Department with an intrusion alarm at a city location. (2) city units are also responding. The call is a Zone 2 call and therefore monitored by the Zone 2 telecommunicator. The Sheriff's unit is diverted to the

channel that the call is being handled on, most likely the Janesville Police Main Repeater.

Example 2:

A Beloit Police unit is dispatched to assist the Beloit Township Police Department with a disturbance at a Township location. (1) Beloit Township unit is responding. The Beloit unit is diverted to the VHF channel that the call is being handled on; this could be the Rock County Main Repeater or another available channel. Beloit Units may utilize a UHF link channel to accomplish this task.

Example 3:

Zone 4 units (RCSO & BTPD) are dispatched to assist the Beloit Police Department with a disturbance at a city of Beloit location. Due to an inability for Zone 4 units to communicate on the Beloit channels, the responding units are patched in to the Beloit channel in which the incident is occurring on one of the available county channels (TAC repeater, RCSO main, municipal. Please consider this: Rock County Law Enforcement Agencies (VHF) are dispatched to assist the Beloit Police (UHF) in the City of Beloit. Law Enforcement VHF users should be diverted to the INTEROP channel for direct communications with the dispatcher and units handling the call.

Example 4:

A Janesville Police unit is dispatched to assist the Rock County Sheriff's Office with an armed subject at the Rock County Courthouse in Janesville. Several Sheriff units are responding, but are a distance away. The call is occurring in the city, but being handled by a Zone 4 telecommunicator. The Janesville unit is diverted to the Rock County channel that the call is being handled on.

Example 5:

For the purpose of pursuit coordination, multi-jurisdictional pursuits will be coordinated on the Rock County tactical repeater channel, if available.

F. Channel Patching Definition:

The connecting of (2) or more radio channels by the Communications Center to facilitate the direct communications of user agencies. This will be utilized **only** when channel diversion is not possible or is impractical.

G. Interoperability:

1. The Communications Center has installed interoperable radio equipment capable of communicating with all public safety agencies operating in our surrounding counties and/or states. This equipment provides (27) unique radio frequencies for public safety communications (see Rock County Interoperability Radio Information list).
2. In conjunction with our radio console equipment, access to several interoperable radio frequencies provides the ability to monitor surrounding county public safety agencies along with the ability to "patch" those interoperable frequencies with our county public safety radio frequencies.
 - a. For internal county interoperable communications, the radio console equipment allows dispatchers to "patch" any of the Rock County public safety radio frequencies together.
 - b. The "patch" capability should only be utilized when channel diversion is not possible.
 - c. There are inherent limitations such as the quality of the audio when frequencies are patched, as well as the use of two channels for one incident.
3. The interoperable communications radio equipment used sporadically will be tested annually to verify that this equipment stays in operational readiness.
4. The interoperable radio equipment used routinely during the year (MARC, County Tac Repeater, Interop

Channel) does not require testing beyond normal utilization.

5. The Amateur Radio equipment will be tested monthly. Our Center currently does not utilize any other means of audible communications for interoperability other than those listed above.
6. The Operations Manager will complete an annual review of communications interoperability personnel assignments while the 911 Communications Director will annually review the Communications Plan to maintain the integrity of the document.

SUMMARY

Policy: The Rock County Communications Center will maintain a secondary communications center in the event of an evacuation from the primary communications center. Diversion of 9-1-1 telephone calls and radio communications from the primary site to the secondary site will occur at the time of an evacuation.

NOTE: For the purposes of this policy/procedure, the primary Communications Center is the Rock County Communications Center located at 3636 N. County Highway F, Janesville, Wisconsin. **The secondary site is located at the Town of Beloit Fire Department, located at 2445 South Afton Road, Beloit, Wisconsin.**

A. Evacuation

1. Evacuation of the primary Communications Center will commence when the following occurs:
 - a. A total telephone equipment failure (redundant operating system also fails.)
 - b. Continued operation of the primary site would be life threatening for the on-duty telecommunicator staff.
 - c. The Director and Operations Manager will be notified as soon as possible of total equipment failures and life-threatening conditions within the communications center. The Director or Operations Manager will make the decision on evacuation if time/conditions permit. If both the Director and Operations Manager are unavailable for contact, a Supervisor/Lead Telecommunicator/Acting Lead Telecommunicator will make the decision on evacuation.

2. **Movement to the secondary communications site:**
Personal vehicles will be utilized by on duty telecommunicator staff as directed by the Supervisor and/or Lead telecommunicator on duty. The route of travel to the secondary site will be directed by the existing conditions causing the evacuation. The most expeditious route of travel will be utilized.
3. **Return to the primary Communications Center:**
When the total equipment failure and/or life-threatening conditions cease at the primary communications site, the primary site will be reactivated as soon as possible. The Director or Operations Manager will direct the movement back to the primary site.

B. Secondary Site Equipment

The Operations Manager and Public Safety Applications Manager will be responsible for maintaining all stored equipment used for evacuation site operations. The equipment must be functional at all times, with documented functionality tests.

C. Annual Training

Annual training will be conducted at the secondary communications site to familiarize personnel with the facility and equipment.

NOTE: See Evacuation Checklist for specific information.

Rock County Communications Center Evacuation Checklist Worksheet

<p>1. Make decision on evacuation. (Evacuation will take place in the event of total telephone equipment failure, where back-up telephone systems fail, or a life-threatening condition exists for on-duty telecommunicator personnel.)</p>	<p>YES or NO Time:</p>
<p>2. The on-duty Shift Supervisor/Lead Telecommunicator/Acting Lead Telecommunicator will notify the Director (home phone 879-2487; cell phone: 295-5992) and/or Operations Manager (home phone: 563-0911; cell phone: 295-5994).</p>	<p>COMPLETED Time:</p>
<p>3. If not sure of evacuation decision (and time allows), call the Director (home phone; 208-1811; cell phone; 295-5992) and/or Operations Manager (home phone 563-0911; cell phone: 295-5994). If unavailable, leave a message about situation and make a decision.</p>	<p>YES or NO Time:</p>
<p>4. Notify the on-duty staff of evacuation decision.</p>	<p>COMPLETED Time:</p>
<p>5. Notify all user agencies of evacuation decision. Make notifications in the most efficient manner (radio, mobile data, phone, etc). Advise user agencies that their agencies will be responsible for their respective agency's communication for approximately 30-60 minutes. (See notification list)</p> <p>If time is available, call out off-duty personnel (see personnel roster at back of this checklist) to report to the Town of Beloit Fire Department (secondary site), considering physical locations of off-duty personnel and any possible physical obstructions to the responding staff.</p>	<p>COMPLETED Time:</p> <p>YES or NO Time:</p>

<p>6. Transferring 9-1-1 Lines</p> <p>a. Notify Town of Beloit Fire Department (364-2997) personnel that you are evacuating and 9-1-1 calls are being transferred to their site.</p> <p>b. Activate the (3) 9-1-1 re-route boxes and the (1) black 7-digit emergency re-route box located at Console (12). All 7-digit emergency, landline & cellular 9-1-1 trunks will be transferred to the Town of Beloit Fire Department.</p> <p>c. If unable to transfer phone lines from primary site, advise Town of Beloit Fire personnel to turn all switches from the <u>off</u> position to the <u>on</u> position on the gray box located above the light switches in the 9-1-1 Center backup room. All 7-digit emergency, landline & cellular 9-1-1 trunks will be transferred to the Town of Beloit Fire Department.</p> <p>d. If there is a technical problem with switching the 9-1-1 lines to the backup site contact the AT&T Resolution Center (1-888-424-3911) to manually transfer all 7-digit emergency, landline & cellular 9-1-1 trunks to the backup site.</p>	<p>YES or NO</p> <p>YES or NO (If NO see C)</p> <p>YES or NO (If NO see D)</p> <p>YES or NO</p> <p>Time:</p>
<p>7. Notify the T.I.M.E. system (266-7633) (have T.I.M.E. system send out a state-wide message concerning our evacuation) and notify NAWAS (1-800-943-0003) of the evacuation that will take place.</p>	<p>YES or NO</p> <p>Time:</p>
<p>8. Physically leave the primary site with other 9-1-1 Center on-duty personnel, advising staff of the most efficient route of travel. Take cellular phone(s), portable radios and this checklist with you. (See Evacuation Route Maps, Section 3)</p>	<p>YES or NO</p> <p>Time:</p>
<p>9. Secure the primary Communications Center upon your departure (if time allows).</p>	<p>YES or NO</p> <p>Time:</p>
<p>10. Verify that contact is made with the Director and Operations Manager.</p>	<p>YES or NO</p> <p>Time:</p>

<p>11. Upon arrival at the Town of Beloit Fire Department, employees will access the building through the main front door or west side employee entrance. (Supervisors and Leads have key fobs). Employees arriving before Supervisors or Leads should use the main front door entrance to notify Beloit Township personnel to open the secured door and the door to the 9-1-1 Center backup room.</p>	<p>YES or NO Time:</p>
<p>12. The Supervisor will coordinate the call-taking and dispatcher assignments. Log into Computer Aided Dispatch system and make radio contacts with user agencies. Advise user agency personnel that radio traffic will be restricted to "<u>priority traffic only</u>" until further notice. Once everything is somewhat stable, continue with normal radio traffic.</p>	<p>COMPLETED Time:</p>
<p>13. Relieve Town of Beloit personnel. Handling incoming calls, process pending calls for service. Back enter any calls Town of Beloit personnel handled as appropriate. (Paper cards are available at each position in cases where the Computer Aided Dispatch system is not operational.)</p>	<p>COMPLETED Time:</p>
<p>14. Contact Beloit Police Department and request their mobile command post be brought to the Town of Beloit Fire Department. This will enhance your communication abilities.</p>	<p>YES or NO Time:</p>
<p>15. Notifications</p> <ul style="list-style-type: none"> a. Notify the user agency supervisors of your non-emergency telephone number for contact (cellular phones) and fax number (364-2999 for Town of Beloit Fire Department). b. (3) Additional cellular phones are located in the cabinet at the backup Supervisor console. (295-5982, 295-5983 & 295-5984). c. There is a non-mitel line available for emergency calls-keep this number confidential. It is for use of T1 failures and emergency call out only (365-1705). 	<p>COMPLETED</p> <p>YES or NO</p> <p>Time:</p>

<p>16. If a long-term evacuation, Director and Operations Manager will determine when non-emergency lines will be forwarded to backup site.</p> <p>The non-emergency line reroute can be completed by invoking the CLAR (Customer Location Alternate Routing) plan through AT&T's 1-800 line or via web access. (See instructions in Ready Reference or printed at backup site console 01.)</p>	<p>COMPLETED</p> <p>YES or NO</p> <p>Time:</p>
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Return to Primary Site

1.	Obtain approval from Director and/or Operations Manager to begin procedures to return to the primary site.	COMPLETED Time:
2.	Arrange for additional telecommunicator staff to return to primary site, while continuing to function at the secondary site.	COMPLETED Time:
3.	<p>When adequate management and telecommunicator staff is available at the primary site, the Director and/or the Operations Manager will authorize the reactivation of the primary site. With this authorization, the 9-1-1 telephone transfer switches will be activated to direct all 9-1-1 calls back to the primary site.</p> <p>Note: Both sets of switches (primary & backup site) have to be switched back to the normal (off) position before the phone lines will be re-routed back to the primary communications center.</p>	COMPLETED Time:
4.	Transfer all telephone and radio communications back to the primary site. Collect any paper logs, documents, etc. to bring back to the primary site. Sign off of CAD and Open Query programs.	COMPLETED Time:
5.	Notify user agencies, outside agencies, media, TSCC and any other entity that was previously notified of evacuation that we are back at the primary site and back to normal business.	COMPLETED Time

Administrative Notifications

In the event of an evacuation from the primary Rock County Communications Center, administrative notification will be given to the necessary auxiliary sources. The Director or the Operations Manager will complete the notifications below.

Rock County Information Technology		See on-call list for Comm. Center
T.I.M.E. System (State of Wisconsin)		608 266-7633
NAWAS Weather		800 943-0003
Emergency Management		758-8440 or 290-6135
Media (local radio stations)	WJVL	752-5500
	WGEZ	365-8865
	WCLO	752-4000
Rock County Law Enforcement Agencies		See Ready Reference List
Rock County Fire Agencies		See Ready Reference List
Rock County EMS Agencies		See Ready Reference List
Wisconsin State Patrol		See Ready Reference List
Rock County Highway Department		See Ready Reference List
Wisconsin National Guard (call only at request of Sheriff command staff)		608 242-3530 608 242-3531
Adjacent Law Enforcement Agencies		
Dane, Green, Walworth, Jefferson counties		See Ready Reference List
Brodhead, Whitewater Police Departments		See Ready Reference List
Rock County Administrator, Craig Knutson		757-5510 or 676-4949
Staff members		See Ready Reference List
Rock County Jail		757-7957
Policy & Procedures		

EVACUATION SITE STATUS

Date: Time:	
Telephone Equipment Test: <i>If faulty, please document faulty equipment</i> <input type="checkbox"/> Telephone (make one long distance call) <input type="checkbox"/> Re-route of all phone lines (switches at primary center) <input type="checkbox"/> Re-route of all phone lines (switches at backup center) <input type="checkbox"/> Activate CLAR Non-Emergency Lines (check with admin before testing) <input type="checkbox"/> Check IT room for any alarms on phone system	OK or FAULTY
Radio Equipment Test: <i>If faulty, please document faulty equipment</i> <input type="checkbox"/> BPD radio <input type="checkbox"/> JPD radio <input type="checkbox"/> ROCK SO radio <input type="checkbox"/> Fire radio <input type="checkbox"/> _____ Department was paged.	OK or FAULTY
CAD & other programs: <input type="checkbox"/> Log on to CAD <input type="checkbox"/> Run test query through Open Query <input type="checkbox"/> Query IIQ <input type="checkbox"/> Turn off all monitors, except Fire radio at console 1	OK or FAULTY
Cleaning: <input type="checkbox"/> Dust all consoles <input type="checkbox"/> Wipe monitors and phones <input type="checkbox"/> Vacuum room Other: <input type="checkbox"/> Check TV <input type="checkbox"/> Supplies <input type="checkbox"/> Check printer	
Recommendations for improvement: <i>Document needs</i> Signed:	

member shall knowingly enter or cause to be entered any inaccurate, false or misleading information.

A. Truthfulness

Upon the order of a ranking officer, employees shall truthfully answer all questions that are specifically related to the scope of employment and operations of the Department.

B. Internal Communication

Electronic: Any communications sent from the computer aided dispatch system or county email system will not contain obscene, profane, sexually suggestive, or unprofessional comments. Personal attacks (verbal or written) on any group or individuals will not be tolerated.

Bulletin Board: There are (3) bulletin boards in the building for employee communications.

- Break room - Provided for the union and administration to communicate with employees. Only the union representative for the department, management and supervision can post information there. If an employee has an item they would like posted they should contact their immediate supervisor for approval.
- Locker area - Intended for employee use. If an employee would like to post something on this board, administration asks that it be professional and respectful to other employees. If an item is posted that does not meet this standard, it will be removed and discarded.
- Hallway area (across from employee mailboxes) - Provided for job postings within Rock County.

>>> KATHREN SUKUS 10/30/2012 4:18 PM >>>

Ben,

Thanks for the information. I will make sure it gets put on our agenda for our November 21st meeting. We'll also make sure to send you a copy & have it at the beginning of the meeting so you don't have to sit through everything. Kathy

>>> BEN COOPMAN 10/30/2012 2:22 PM >>>

Kathy,

I did some research. Rock Co. accepted this section of road in a Jurisdictional Transfer back in 2002. This CTH B name was given as part of the transfer.

This fatal crash incident came up in last week's meeting of the Rock Co. Traffic Safety Commission. The TSC passed a motion asking that the 911 Commission discuss this matter. When the commission discusses this, I trust that I will be notified, so that I may attend the meeting. I have some ideas that may work. Once the 911 commission "signs off" on what will work from your perspective, I can take it to the Public Works Committee for possible action.

Ben

>>> KATHREN SUKUS 10/5/2012 9:15 AM >>>

Hi Ben;

Yesterday I attended a meeting with WisDOT down in Beloit concerning their Traffic Incident Management program. At those meetings accidents/re-routes are discussed and specific incidents in our County are critiqued.

The incident critiqued yesterday concerned a vehicular homicide incident on 8/18/12. The accident occurred near HY 11 & N Pahl Rd (at the T-intersection). It was brought up that technically the location was CTY TK B & HY 11. There was quite a discussion as to how/why this segment of HY 11 was named CTY TK B and how it is very confusing for responders when they are dispatched to this location, because there is a HY 11 & CTY TK B near Footville.

The group wondered if this stretch of road could be renamed so there is no confusion for call takers, responders or citizen when a public safety emergency occurs at that location again. I was not 100% sure who would need to bring this up to get some discussion going about it, so I came back to work & discussed it with Kris Pehl, our Geo-Applications Specialist. Kris remembered this intersection being a cause of concern several years ago. I am attaching the information we received from the Janesville Fire Department back in 2006 because of a similar concern for public safety responses at this location along with some other correspondence.

Can you advise how we get this looked into again?

Thanks, Kathy