



I-03 MEDIA INQUIRIES

GENERAL RELEASE OF INFORMATION

Policy and Procedures

- 3.1** Media release of information – At no time shall a telecommunicator release any information about any incident to media representatives except for the following:
- A prepared media release concerning the incident is available for use, in which the release should be faxed or read over the phone verbatim
 - The time and date of a specific incident
 - The address (NO names of subjects involved) of a specific incident
 - A list of responding agencies sent to a specific incident
 - Very basic nature of the call (a fire – an accident – a fight)
 - The lead agency handling the incident, to which further inquiry should be directed
- 3.2** Release of private numbers – unless a published number, all of the center’s contact information is considered private and confidential and should not be released to any member of the general public.
- 3.3** Release of daily log information/recordings – are not for release to any individual, other than to official agencies/representatives served by Alpena County Central Dispatch.
Official agencies defined as:
- A representative of the agency investigating/reviewing the incident in question.
 - The recording request form should be filled out by the representative and include: Requestor’s name, Agency name, Complaint number, time and date of call, what is being sought in terms of the recording, and email for the recording to be sent to.
- 3.4** Public requests for records or recordings should be directed to the Alpena County Freedom of Information Coordinator in the Alpena County Commissioners Office.
- 3.5** LEIN traffic WILL NOT be faxed.

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Effective: 10/30/12, Revised: 04/17/13

3. MEDIA INQUIRIES – GENERAL RELEASE OF INFORMATION:

3.1 Media Release Of Information – At no time shall a Telecommunicator release any information about any incident to media representatives except for the following:

- a. A prepared media release concerning the incident is available for use, in which the release should be faxed or read over the phone verbatim.
- b. The Time and date of a specific incident.
- c. The address (NO names of subjects involved) of a specific incident.
- d. A list of responding agencies sent to a specific incident.
- e. Very BASIC Nature of the call (a fire – an accident – a fight).
- f. The lead agency handling the incident, to which further inquiry should be directed.

3.2 Release of Private Numbers – Unless a published number, all of the centers contact information is considered private and confidential, and should not be released to any member of the general public.

3.3 Release of Daily Log Information \ Recordings - are not for release to any individual, other than to official agencies \ representatives served by Alpena Central Dispatch. Official Agencies defined as being:

- a. A representative of the agency investigating \ reviewing the incident in question.
- b. Requests for recordings :

- ~~1. Should be made by the representative filling out the request form and having it signed by their supervisor.
no need for signature~~
- 2. Properly filled out, the form should include specific times, or what is being sought.
- ~~3. The form should be given to the ~~director~~.
data officer~~

3.4 Public requests for records or recordings - Should be directed to the Alpena County Freedom of Information Coordinator in the Alpena County Commissioners Office.

3.5 LEIN traffic WILL NOT be faxed.

The recording request form should be filled out by the representative and include: Requestor's name, Agency name, Complaint number, time of date of call, what is being sought in terms of the recording, and email for the recording to be sent to



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Policy: This policy shall be used when Alpena County Central Dispatch is notified that severe weather is in or has the potential to develop in the area, or hazardous material or other evacuations may be required.

DEFINITIONS:

- TORNADO – A column of violently rotating wind extending down from a thunderstorm cloud and touching the surface of the earth.
- FUNNEL CLOUD – A column of violently rotating wind extending down from a thunderstorm cloud which does NOT touch the earth.
- SEVERE THUNDERSTORM WARNING – Means severe thunderstorms are present with wind speeds reaching 58 mph or greater and hail of 1 inch or greater.
- SEVERE THUNDERSTORM WATCH – means conditions are present to potentially cause severe thunderstorms.
- TORNADO WARNING – Means tornadoes are occurring or are imminent as confirmed by the National Weather Service, or a visual sighting has confirmed a tornado's location.
- TORNADO WATCH – Means conditions are such that a tornado MAY develop in a given area.
- REPUTABLE SOURCES - for severe weather condition information are the LEIN System, Emergency Alert System (National Weather Service, television or radio broadcasts), WEA (Wireless Emergency Alerts) on cell phones, trained weather spotters and law enforcement.
- WEATHER SPOTTERS – Are individuals (often members of R.A.C.E.S. or local fire departments) who have received training and are certified to identify tornadoes and funnel clouds.



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Activation Conditions:

Weather:

Activation of the weather sirens should only occur for **Severe Weather Conditions**. These are those conditions that could result in widespread or severe damage, injury, or loss of life or property anywhere in Alpena County. These include, but are not limited to: Severe Thunderstorm Warnings,

Tornado Warnings, and Tornado or funnel cloud sightings by a reputable source. Valid warning notifications are issued by the National Weather Service via LEIN, or a warning statement from the National Weather Service in Gaylord that a tornado has been sighted, or radar indicates a possible tornado being present. Sightings reported by trained weather spotters are considered valid. Sightings by citizens, IF NOT UNDER A WATCH OR WARNING CONDITION, should be verified with the National Weather Service. Special Weather Bulletins are not considered a WATCH or WARNING condition. Weather sirens produce a steady/constant tone for three minutes.

Other Hazards:

These are those with the potential for serious harm to the public, if notification is not made immediately. These include: Hazardous material – evacuation requested, and imminent major flooding (Dam failure). The HAZMAT sirens produce a warbling/up-down tones for three minutes.

Siren Locations:

There are 8 sirens that can be activated\deactivated from Central Dispatch.

- | | |
|-----------------------|---------------------------|
| #1 – Alpena City | - Washington/Ripley |
| #2 – Alpena City | - Pied Piper |
| #3 – Alpena City | - McRae Park |
| #4 – Alpena Township | - M32/Walter |
| #5 – Alpena Township | - Long Rapids/Woodview |
| #6 – Sanborn Township | - Carriveau Rd |
| #7 – Alpena Township | - North Side Fire Station |
| #8 – Alpena Township | - Bare Pt Rd/US23S |



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Procedures:

Dispatch Procedures:

- When Central Dispatch is notified of a valid severe weather or other hazard condition as outlined above, the dispatcher on duty will activate the sirens using one of the methods listed below.
- Alert all fire departments and EMS units via console paging system.
- Alert law enforcement – FYI tone on 04P911.
- Place phone call to MyMichigan Medical Center Alpena Switchboard.
- Dispatchers should monitor LEIN and the National Weather Service website at weather.gov/apx for further developments.
- If the National Weather Service has not already done so, request from them that an Emergency Alert System message be put out (i.e. weather radio, television, radio broadcasts) as outlined in Section I-11 Public Warning Methods.

Siren Activation:

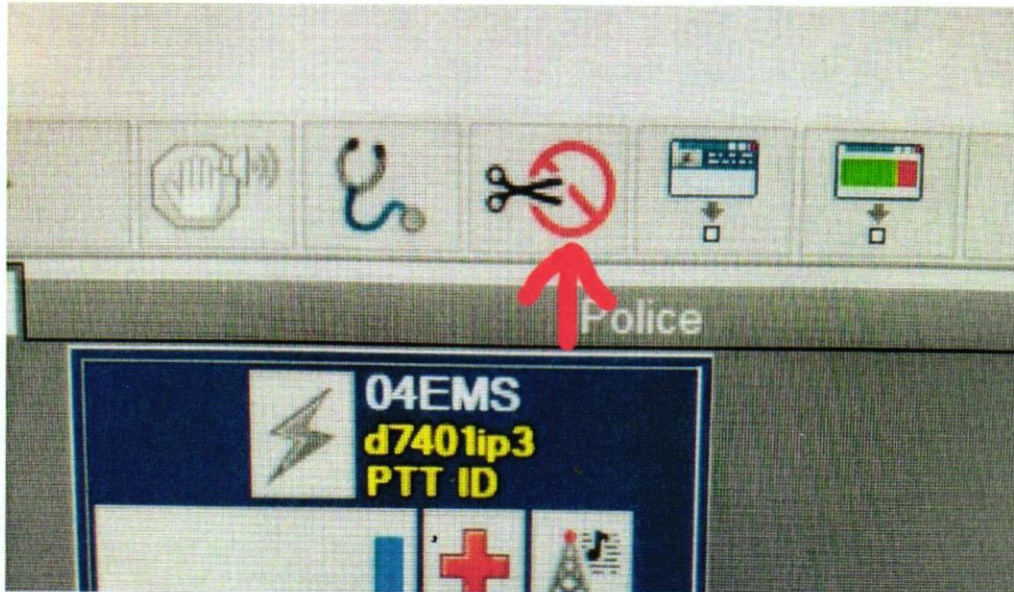
There are three ways to activate and cancel the sirens: the radio console at each dispatch station, the keyboard/screen and the control panel on the siren controller in the server room.

- 1 Unlock the siren buttons using the Safety Switch at the top of the Radio Screen
- 2 Activate the Weather or Hazmat sirens or Cancel them by clicking on the appropriate button. All sirens will sound for 3 minutes unless cancelled



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures





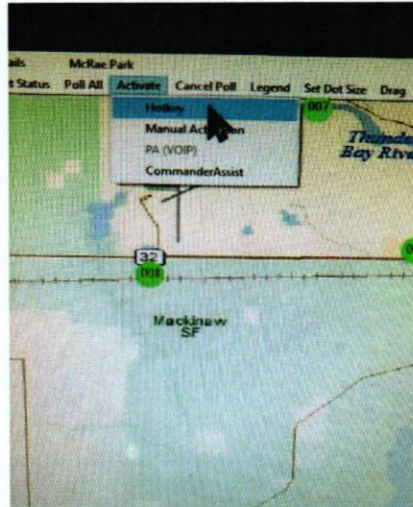
I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Keyboard Activation:

Using the Keyboard/Mouse in the server room, the sirens can be activated all at once, or individually.

To activate/cancel all sirens at once.



Select the "Activate/Hotkey" at the top of the screen. The activation screen shown below will appear.



Select the desired siren or cancel button. Once pressed a warning box will appear and allow you to cancel your activation request. If you press OK, your activation request will be sent.



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

To activate/cancel one siren.



1. Double-click the circle representing the siren you want to activate or cancel.
2. The screen below will display showing the current status of the individual siren you selected. Press the button for the siren activation type you want and press OK when the warning box is displayed. The three buttons are:

- 01 WAIL - Hi-Low sound for HAZMAT.
- 02 STEADY - Steady sound for Weather.
- 04 CANCEL - Cancels siren activation.



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Alpena County Regional Bay River 5

Status Details for Mechanical Siren

Poll Notepad Quit

Site # 006

Name Carriveau S. of Raymond

Address 11501 Carriveau

Status Standby

Name	Value	Last Change
RTU Version	2.4.0.0	
Unit Type	FCD 2001	
RTU Time	05/25/2022 07:03	
Time Encryption	Disabled	
Last Comm	Pass	06/15/2021 10:34:59
Last Comm SS2000		05/25/2022 07:03:03
Power	Pass	05/06/2022 12:26:15
Battery	Pass	05/27/2021 12:14:10
Intrusion	Closed	08/03/2021 11:42:32
Time Sync	Pass	03/13/2022 07:03:31
Function Running	Standby	
Last Function Base	Reset	05/27/2021 12:14:10
Last Function RTU	02 Steady	05/07/2022 13:03
Last Activation		05/07/2022 13:03
Local Activation	Reset	05/07/2022 13:03
Audio Current	Pass	05/07/2022 13:03
Rotation	Pass	05/07/2022 13:03
Alert Count	00027	
Cancel Count	00000	

Activate

01 Wail

02 Steady

03 Alt Wail

04 Cancel

05 Battery Test

06 Rotate Only

Quiet Test

Select Function

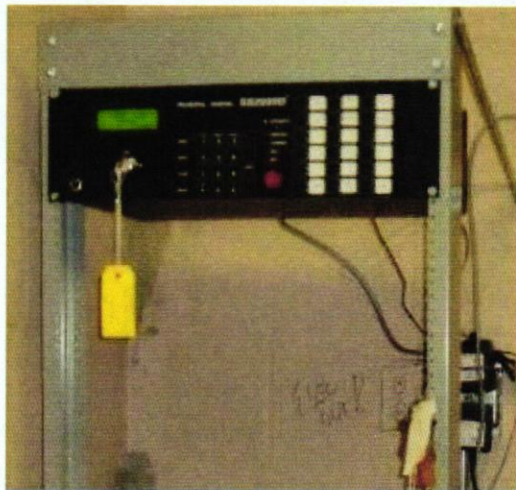
GREEN = Normal RED = Fault/Active BLUE = Reset



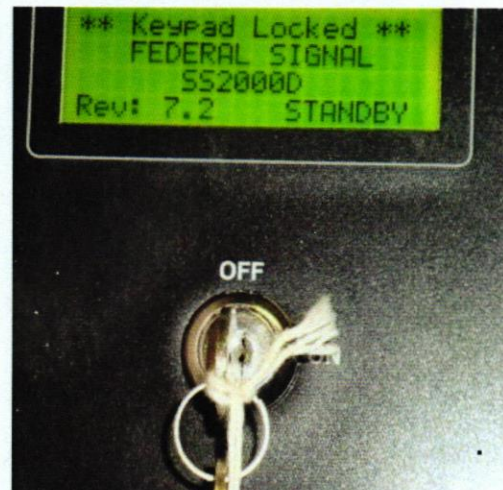
I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures

Control Panel Activation:



Siren Control Panel

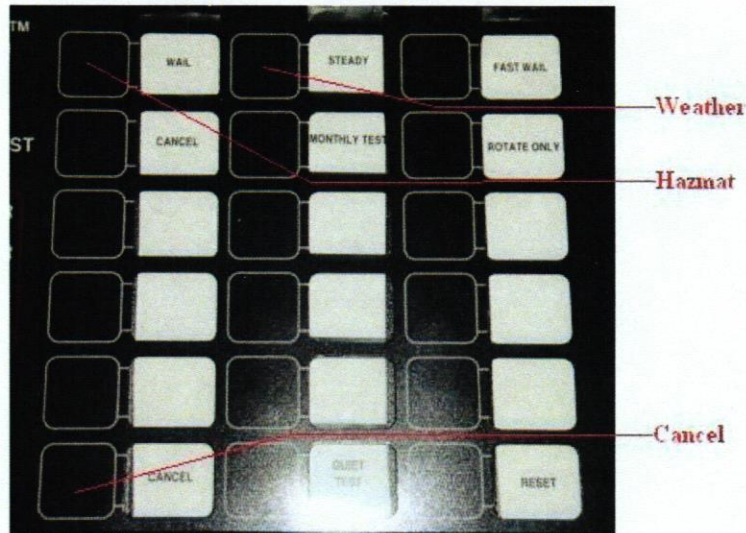


1. Turn the key on the black control panel to the **ON** position. The screen will be blank and then change to **STANDBY**, this may take a few seconds.
2. Press the activation button needed (i.e. Weather, Hazmat, or Cancel).
NOTE!! Press the black button, NOT the white label!



I-10 WEATHER WATCHES AND WARNINGS - SIRENS

Policy and Procedures



3. Press the **SEND** key located to the left of the above buttons.
4. Return the key to the **OFF** position.

Siren Testing:

Sirens will be activated at 1300 on the first Saturday of the Month for testing.

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I-10. WEATHER WATCHES AND WARNINGS - SIRENS

Effective: 10/28/14.

Supersedes: **I-10. WEATHER WATCHES AND WARNINGS – SIRENS (dated 04/17/13)**

10.1 Policy: This policy shall be used when Alpena County Central Dispatch is notified that severe weather is in or has the potential to develop in the area, or hazardous material or other evacuations may be required.

10.1.1 Definitions:

- Tornado – A column of violently rotating wind extending down from a thunderstorm cloud and touching the surface of the earth.
- Funnel Cloud – A column of violently rotating wind extending down from a thunderstorm cloud which does NOT touch the earth.
- Severe Thunderstorm Warning – Means severe thunderstorms are present with wind speeds reaching 58 mph or greater and hail of $\frac{3}{4}$ inch or greater.
- Severe Thunderstorm Watch – means conditions are present to potentially cause severe thunderstorms.
- Tornado Warning – Means tornadoes are occurring or are imminent as confirmed by the National Weather Service, or a visual sighting has confirmed a tornado's location.
- Tornado Watch – Means conditions are such that a tornado MAY develop in a given area.
- Reputable Sources - for severe weather condition in formation are the LEIN System, Emergency Alert System (National Weather Service, Television or Radio broadcasts), Trained Weather spotters.
- Weather Spotters – Are individuals (often members of R.A.C.E.S. or local fire departments) who have received training and are certified to identify tornadoes and funnel clouds.

10.1.2 Activation Conditions:

10.1.2.1 Weather:

Activation of the weather sirens should only occur for **Severe Weather Conditions**. These are those conditions that could result in widespread or severe damage, injury, or loss of life or property anywhere in Alpena County. These include, but are not limited to: Severe Thunderstorm Warnings, Tornado Warnings, and Tornado or funnel cloud sightings by a reputable

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source. Valid warning notifications are issued by the National Weather Service via LEIN, or a warning statement from the National Weather Bureau in Gaylord that a tornado has been sighted, or radar indicates a possible tornado being present. Sightings reported by trained weather spotters are considered valid. Sightings by citizens, IF NOT UNDER A WATCH OR WARNING CONDITION, should be verified with the weather bureau. Special Weather Bulletins are not considered a WATCH or WARNING condition. Weather sirens produce a steady/constant tone for three minutes.

10.1.2.2 Other Hazards:

These are those with the potential for serious harm to the public, if notification is not made immediately. These include: Hazardous material – evacuation requested, and imminent major flooding (Dam failure). The HAZMAT sirens produce a warbling/up-down tones for three minutes.

10.1.3 Siren Locations:

There are 8 sirens that can be activated/deactivated from Central Dispatch.

- #1 – Alpena City - Washington/Ripley
- #2 – Alpena City - Piped Piper
- #3 – Alpena City - McRae Park
- #4 – Alpena Township - M32/Walter
- #5 – Alpena Township - Long Rapids/Woodview
- #6 – Sanborn Township - Carriveau Rd
- #7 – Alpena Township - North Side Fire Station
- #8 – Alpena Township - Bare Pt Rd/US23S

10.2 Procedures:

10.2.1 Dispatch Procedures:

- When Central Dispatch is notified of a valid severe weather or other hazard condition as outlined above, the dispatcher on duty will activate the sirens using one of the methods listed below.
- Alert all fire departments and EMS units via console paging system.
- Alert Law enforcement – FYI tone on 04P911.
- Place phone call to Alpena Regional Medical Center ER - *Name change*
- Dispatchers should monitor LEIN and the National Weather Service website at www.crh.noaa.gov/apx/ for further developments.

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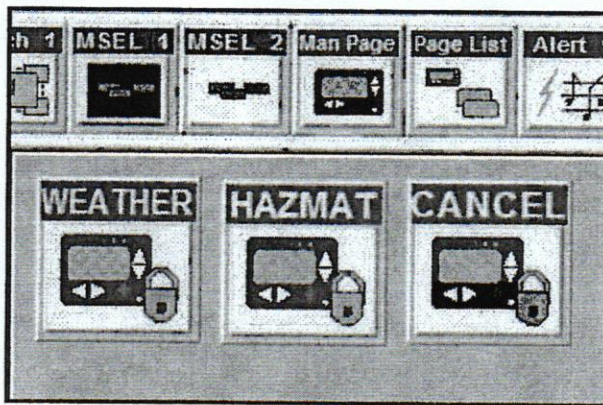
- If the National Weather Service has not already done so, request from them that an Emergency Alert System message be put out (i.e. weather radio, television, radio broadcasts) as outlined in Section I-11 Public Warning Methods.

10.2.2 Siren Activation:

There are three ways to activate and cancel the sirens: the radio console at each dispatch station, the keyboard/screen in the southeast corner of Central Dispatch, and the control panel on the siren controller in the server room next to Central.

Radio/Room
Server
Room

Radio Console Activation:



whole thing needs to be revamped to reflect new radio system.

1. ~~Select the SIRENS tab on the radio screen at the dispatch station~~ ^{unlock the siren buttons using the safety switch} ^{at the top of the}
2. ^{or School} ^{clicking screen} Activate the Weather or Hazmat sirens, or Cancel them by ^{on the} ~~page~~ using the appropriate button. All sirens will sound for three minutes unless cancelled.

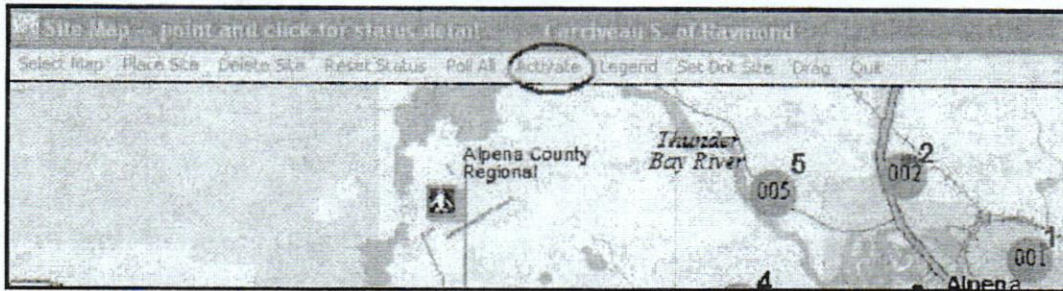
Keyboard Activation:

Using the Keyboard/Mouse under the siren screen in Central the sirens can be activated all at once, or individually.

there is no keyboard in dispatch

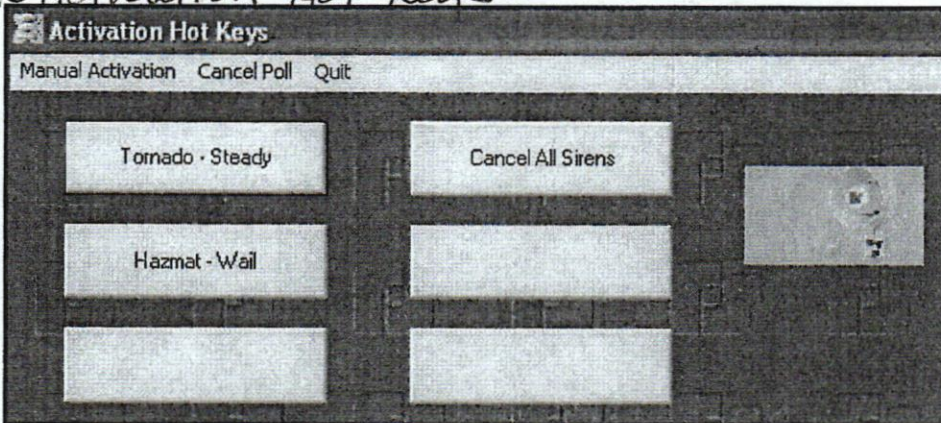
To activate/cancel all sirens at once.

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1. Select the "activate" menu item at the top of the screen. The activation screen shown below will appear.

click Activation Hot Keys



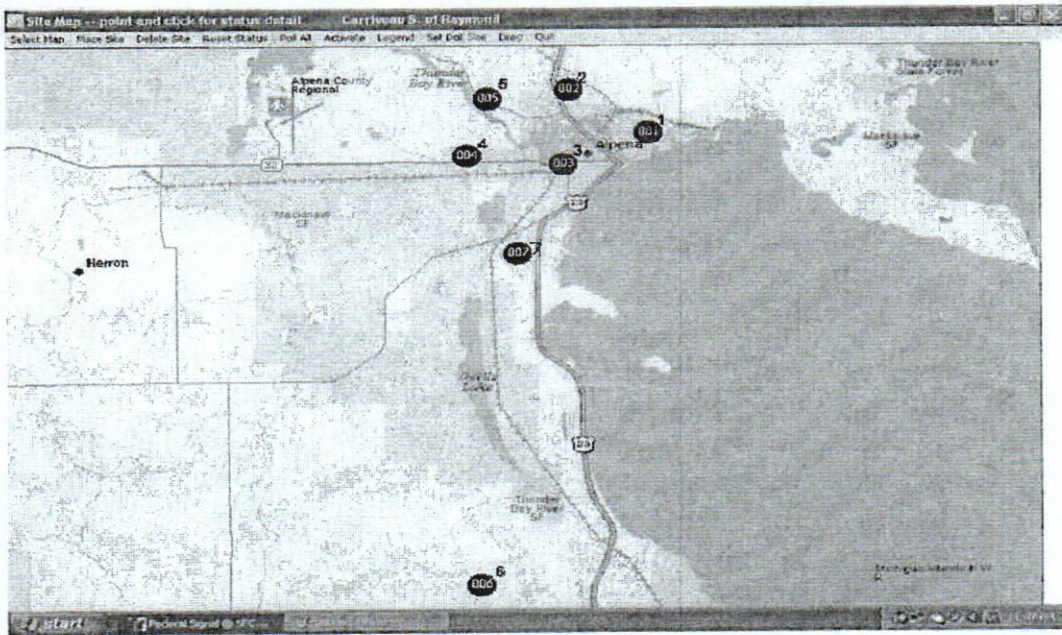
2. Select the desired siren or cancel button. Once pressed a warning box will appear and allow you to cancel your activation request. If you press OK, your activation request will be sent.

To activate/cancel one siren.

The screens look different than pictured here

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1. Double-click the circle representing the siren you want to activate or cancel.

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Status Detail for Mechanical Sirens

Site #

Status

Address

Unit Type

Last Comm

RTU Version

	Status	Last Change
AC Power	Pass	12/28/11 16:28:27
Battery	Pass	12/28/11 16:32:41
Rotation*	Pass	12/29/11 09:24:31
Chopper*	Pass	02/17/12 13:16:37
Intrusion	Closed	01/17/12 10:34:09
Pressure*	N/A	
Time Sync	Pass	12/28/11 16:30:15
Local Act.	Reset	12/29/11 16:02:47
Failed To Sound	Pass	02/17/12 11:53:18
System Fail	Pass	02/21/09 15:13:11

RTU Time

Time Encryption

Function Running

Last Function RTU

Last Function Base

Activate

01 Wail

02 Steady

03 Alt Wail

04 Cancel

05 Battery Test

06 Rotate Only

QUIET TEST

Master Reset

Alarm Reporting

Pwr Fail Reporting

Function Count

Cancel Count

GREEN = Normal Condition
 RED = Fault Condition

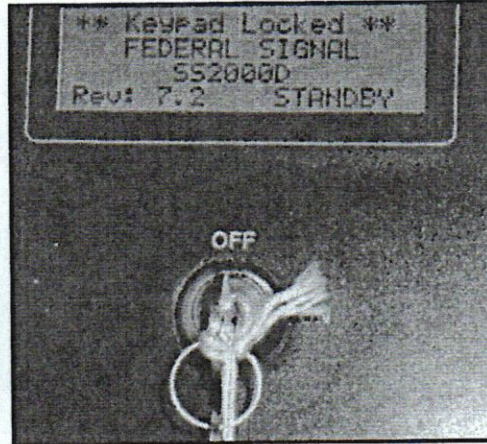
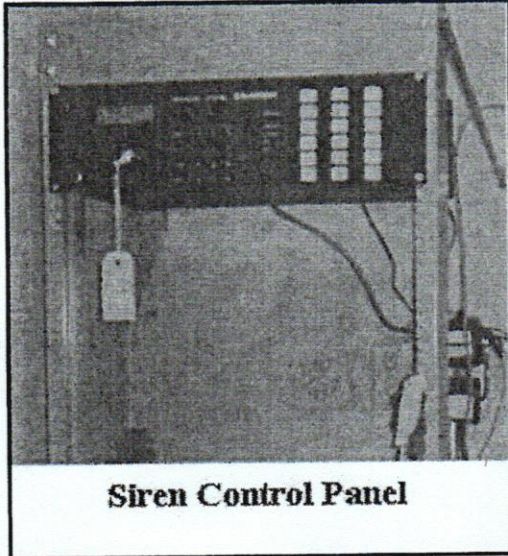
Latched Status - Status a result of last sounding function

2. The above screen will display showing the current status of the individual siren you selected. Press the button for the siren activation type you want and press OK when the warning box is displayed. The three button are:

- 01 WAIL - Hi-Low sound for HAZMAT.
- 02 STEADY - Steady sound for Weather.
- 04 CANCEL - Cancels siren activation.

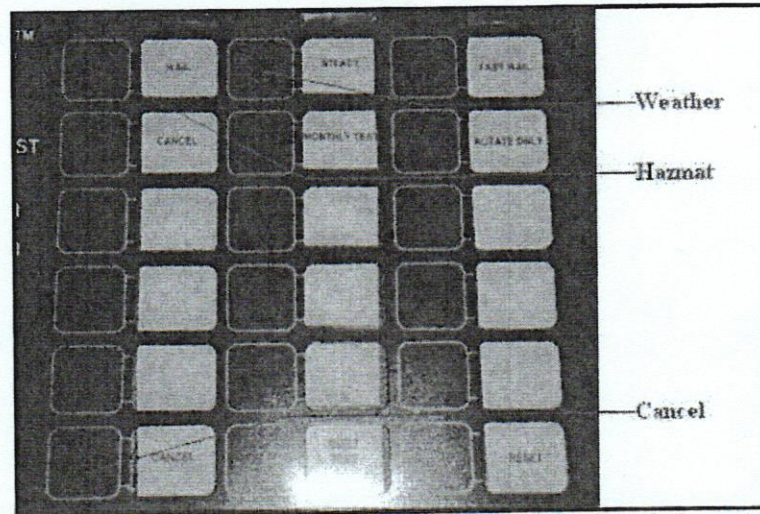
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Control Panel Activation:



1. Turn the key on the black control panel to the **ON** position. The screen will blank and then change to **STANDBY** – this may take a few seconds.

2. Press the activation button needed (i.e. Weather, Hazmat, or Cancel). **NOTE!! Press the black button, NOT the white label!**



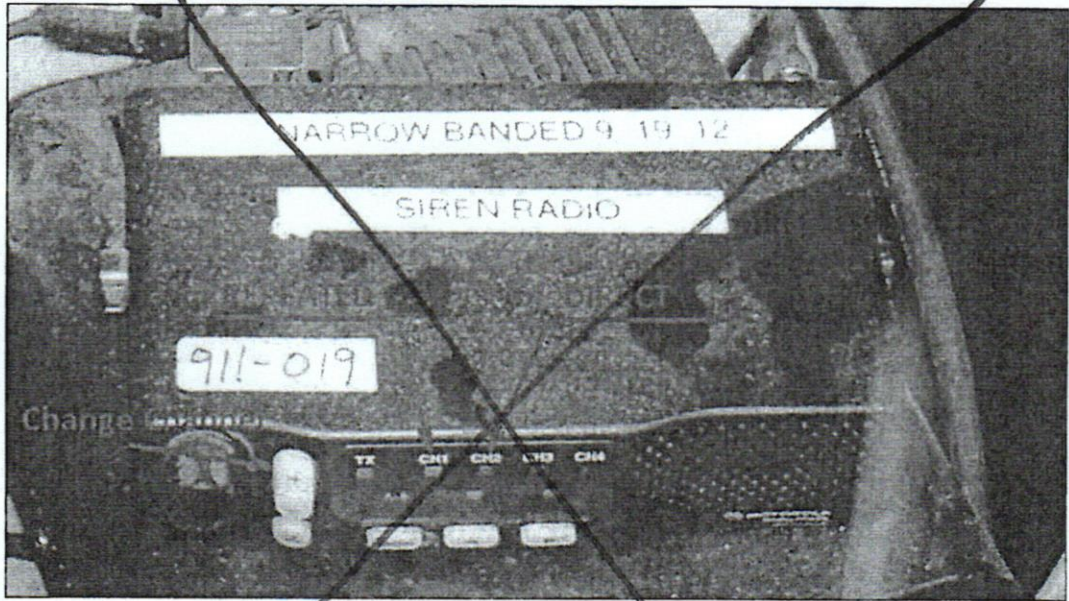
3. Press the **SEND** key located to the left of the above buttons.

4. Return the key to the **OFF** position.

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10.2.3 County Fire 2 Failure:

The siren tones are transmitted on County Fire 2 from a radio located in the server room on top of the computer case beside the Siren Control Panel.



Normally the radio is set to Channel 1 which is the repeater frequency on Manning Hill. If the County Fire 2 repeater stops working on Manning Hill for any reason, the sirens cannot be set off using Channel 1. If the sirens need to be set off during a period of time when the Manning Hill repeater is not functioning, change the radio to Channel 2. Channel 2 bypasses the repeater and attempts to send the activation tones directly to each siren. *Note* Siren 6 (Saaborn Township) may not activate due to distance and bad atmospheric conditions.

10.2.4 Siren Testing:

Sirens will be activated at 1300 on the first Saturday of the Month for testing.



I-16 TRAFFIC, FLASHERS, AND STREET LIGHT OUTAGES

Policy and Procedures

16.1 Policy:

This policy provides the directions for handling traffic light, street light, and flashing light outages that occur anywhere in Alpena County. The Alpena City DPW (DPW), Alpena County Road Commission (RDCOMM), and Michigan Department of Transportation (MDOT) have primary responsibility for repairs based upon the location of the outage.

16.2 Definitions:

- **Traffic Light** – Traffic control device providing traffic direction and control (i.e. Red/Yellow/Green, Left Turn, etc.) used at major intersections.
- **Pedestrian Control Light** – The walk/don't walk lights on the corners of intersections with Traffic Lights overhead.
- **Flashers** – Flashing yellow and/or red lights used at secondary intersections to warn approaching traffic. This may also apply to school flashers.
- **Street Light** – Provides light on streets and intersections. Not a traffic control or warning device.
- **Responsible Agency** – DPW, RDCOMM, or MDOT based upon the location of the outage.

16.3 Procedures:

City of Alpena

TRAFFIC LIGHTS: When any traffic light is reported as not fully functional (i.e. one or more red or green lights are not working) the dispatcher will:

- Contact DPW (Normal Business Hours) or the on-call DPW person (after hours)
- Contact Thunder Bay Electric
- Fill out and fax a Light Failure Form to both agencies

FLASHERS/STREET LIGHTS/PEDESTRIAN CONTROL LIGHTS: The dispatcher will:

- Fill out and fax a Light Failure Form to both DPW and Thunder Bay Electric offices



I-16 TRAFFIC, FLASHERS, AND STREET LIGHT OUTAGES

Policy and Procedures

Outside the City of Alpena

TRAFFIC LIGHTS: When any traffic light is reported as not fully functional (i.e. one or more red or green lights are not working) the dispatcher will:

- Contact the Responsible Agency (Normal Business Hours) or the on-call person for that agency (after hours)

FLASHER/STREET LIGHT/PEDESTRIAN CONTROL LIGHT: The dispatcher will:

- Fax the information to the Responsible Agency

Damage to Poles or Electrical Lines Down

If there is damage to a light pole or electrical line in conjunction with any of the above outages, the dispatcher will:

- Page out the jurisdictional fire department
- Contact the appropriate electrical utility company



I-16 TRAFFIC, FLASHERS, AND STREET LIGHT OUTAGES

Policy and Procedures

Traffic Light and Flasher Light Locations

City of Alpena Responsibility

TRAFFIC LIGHTS:

- Ripley Blvd/ 1st Ave
- Ripley Blvd/ 3rd Ave
- Ripley Blvd/Grant St
- 2nd Ave/River St

FLASHERS:

- Ella White School
- Ford Ave/Lafarge

Alpena County Road Commission

TRAFFIC LIGHTS:

- Long Rapids Rd/Bagley St

FLASHERS:

- Hubbard Lake Rd/Werth Rd
- Long Rapids Rd/Cathro Rd

MDOT Responsibility

TRAFFIC LIGHTS:

- US 23 N/Johnson St
- US 23 S/Werth Rd
- US 23 S/Ripley Blvd
- Ripley Blvd/Washington Ave
- Chisholm St/2nd Ave
- Chisholm St/3rd Ave
- Chisholm St/9th Ave
- Chisholm St/11th Ave
- M-32 W/Bagley
- M-32 W/Home Depot
- M-32 W/Walmart

FLASHERS:

- US 23 S/Nicholson Hill Rd
- M-32 W/M-65 N
- M-32 W/M-65 S
- M-65 S/Werth Rd

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I-16 - Traffic, Flashers, and Street Light Outages

Effective: 10/27/15

Supersedes: New

16.1 Policy:

This policy provides the directions for handling Traffic Light, Street Light, and Flashing Light Outages that occur anywhere in Alpena County. The Alpena City DPW (DPW), Alpena County Road Commission (RDCOMM), and Michigan Department of Transportation (MDOT) have primary responsibility for repairs based upon the location of the outage.

16.2 Definitions:

- **Traffic Light** – Traffic control device providing traffic direction and control (i.e. Red/Yellow Green, Left Turn, etc.) used at major intersections.
- **Pedestrian Control Light** - The walk/don't walk lights on the corners of intersections with Traffic Lights overhead..
- **Flashers** – Flashing yellow and/or red lights used at secondary intersection to warn approaching traffic. May also apply to School Flashers.
- **Street Light** – Provides light on streets and intersections. Not a traffic control or warning device.
- **Responsible Agency** – DPW, RDCOMM, or MDOT based upon the location of the outage. ~~Refer to Attachment A – Light Location Matrix~~

16.3 Procedures:

16.3.1 City of Alpena:

Traffic Lights: When any traffic light is reported as not fully functional (i.e. one or more red or green lights are not functioning,) the dispatcher will:

- Contact DPW (Normal Business Hours) or the on-call DPW person (after hours).
- Contact Thunder Bay Electric.
- Fill out and fax a Light Failure Form to both offices.

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Flashers/Street Lights/Pedestrian Control Lights: The dispatcher will:

- Fill out and fax a Light Failure Form to both DPW and Thunder Bay Electric offices.

16.3.2 Outside the City of Alpena:

Traffic Lights: When any traffic light is reported as not fully functional (i.e. one or more red or green lights are not functioning,) the dispatcher will:

- Contact the Responsible Agency (Normal Business Hours) or the on-call person for that agency (after hours).

Flasher/Street Light/Pedestrian Control Light: The dispatcher will:

- Fax the information to the Responsible Agency.

16.3.3 Damage to Poles or Electrical Lines Down:

If there is damage to a light pole or electrical line in conjunction with any of the above outages, the dispatcher will.

- Page out the jurisdictional fire department
- Contact the appropriate electrical utility company.

*Addition of specific
flasher light locations as well
as who is responsible for each.*

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Attachment A – Light Location Matrix

Traffic Lights and Flashers

MDOT

US23/Chisholm (anywhere)
M32 (anywhere)
M65 (anywhere)

- list specific lights

Alpena County Road Commission

Long Rapids Rd/Bagley Rd - light
Long Rapids Rd/Cathro Rd }
Werth Rd/Hubbard Lake Rd } *flashers*

City of Alpena DPW

Ripley/1st Ave
Ripley/3rd Ave
Ripley/Grant Ave
~~2nd Ave/Miller St~~
2nd Ave/River St
Ford Ave/Lafarge
Ella White School
St Ann's School

} flashers



II-03 COMPLAINT NUMBERS AND BLOTTER

Policy and Procedures

- All law enforcement complaints, fire response, ambulance request, and all other calls that are dispatched/assigned need to be entered in the CAD.
- Central Dispatch will maintain law enforcement incident numbers for Alpena City Police Department and Alpena County Sheriff's Office.
- Blotter Reports and CAD Detail Reports can be faxed/emailed to requesting agencies for official business with the exception of any report that has LEIN information cut/pasted into the report. LEIN information can only be sent to law enforcement agencies.
- Blotter Reports will be emailed to requesting recipients each night shortly after midnight, or as soon as the Telecommunicator is able to do so.

BLOTTER REPORT INSTRUCTIONS

1. While in the CAD program, select the **REPORTS** tab followed by **EVENT LIST REPORTS**.
2. From the report drop-down select **FULL EVENT INFO WITH UNIT TIMES**.
3. Click the box to include cancelled events.
4. Select the appropriate date and time in the **CALL TIME** drop-down boxes.
5. Click **PREVIEW**.
6. From the preview screen, select the **SAVE** icon and save Blotter as a **PDF**.
7. Use the appropriate date for the **FILE NAME**. Save the Blotter on the **SHARED DRIVE** under the file labeled **BLOTTERS**. Be sure place it in the appropriate year and month.
8. On the Internet computer, open a new email. Select **BLOTTER** for the recipient. Title the email as "**BLOTTER 00-00-0000**" with the appropriate date in place of the zero's.
9. Attach the Blotter by selecting the paper clip icon, browse the computer for the **SHARED DRIVE** followed by the **BLOTTER FOLDER**. Select the appropriate report and attach it to the email.
10. Send the email.

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

Effective: 10/30/12

3. COMPLAINT NUMBERS AND CENTRAL LOG

- 3.1 All complaints, ~~officer information~~, fire response, ambulance request, ~~recalls~~, or all other calls dispatched \ assigned need to be entered in the CAD, ~~and assigned a central dispatch number.~~
- 3.2 Central will maintain law enforcement incident numbers (except MSP. reward)
- 3.3 The "Blotter Report" will be emailed to requesting recipients at 00:01 every morning.
- 3.4 Blotter Reports and CAD Detail reports can be faxed/emailed to requesting agencies for official business. The only ~~exceptions~~ any report that has actual LEIN information cut/pasted in it, can only be sent to law enforcement agencies. reward

↙
Addition of Blotter instructions



II-04 CIVIL STANDBY POLICY FOR LAW ENFORCEMENT

Policy and Procedures

4.1 Policy:

This Policy shall be used when Alpena County Central Dispatch is notified by phone of a request for a civil standby by law enforcement.

4.2 Procedure

When a dispatcher receives a call requesting a civil standby, the caller will be advised to present to the proper jurisdictional law enforcement office to set up the civil stand by. Officer will assist them when available.

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

Effective: 02/26/08, Revised: 02/26/08

4. Civil Standby Policy for Law Enforcement

4.1 Policy:

This policy shall be used when Alpena County Central Dispatch is notified by a phone call of a request for a civil standby by law enforcement.

4.2 Procedure:

- 4.2.1 When a dispatcher receives a call requesting a civil standby, the ^{caller} call will be advised to present ~~referred to the proper jurisdiction for review by a law enforcement officer for the appropriate action.~~ jurisdictional law enforcement office to set up the civil stand by. officer will asset them when available.



II-10 VEHICLE PURSUIT

Policy and Procedures

Telecommunicator responsibilities during a pursuit are varied and safety is always first

- Designate or acknowledge the primary unit
- If possible, identify, assign, and designate a back-up unit
- Broadcast to all stations and units on 04P911 that a "pursuit is in progress" and that the channel is cleared for emergency radio traffic only. **All other radio traffic is to use/move to alternate talk groups monitored by Alpena Central Dispatch**
- Describe the color and vehicle type, along with its location and route of travel to all units
- The primary unit in pursuit calls out changes in route of travel or other information. If possible, Telecommunicators should echo/repeat this information so all other units keep current
- Control/coordinate any changes of frequency and all radio traffic
- If the pursuit is near another county. Alert other law enforcement agencies of the apparent route of the pursuit and coordinate communications with the other county for a possible intercept
- Immediately notify duty supervisor of the pursuit for each of the count's law enforcement agencies involved, along with current information
- Obtain registration and registered owner information, if applicable, concerning the suspect vehicle and forward it to the officers over the radio
- Relay and repeat confirmation of compliance from each unit involved when relaying a directive to terminate the pursuit
- If a crash occurs, send appropriate EMS and Fire

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

Effective: 10/30/12

10. VEHICLE PURSUIT

Telecommunicators Responsibility during a pursuit are varied and safety is always first:

- a. Designate or acknowledge the primary unit.
- b. If possible, identify, assign and designate a back-up unit.
- c. Broadcast to all stations and vehicles on 04P911 that "pursuit is in progress" and the channel is cleared for emergency radio traffic only. All other radio traffic is to use alternate talkgroups monitored by Alpena Central Dispatch. ^{or move to}
- d. Describe the color and vehicle type, along with its location and route of travel to all units.
- e. The primary unit in pursuit calls out changes in route of travel or other information. If possible, Telecommunicators should echo \ repeat this information so all other units keep current.
- f. Control/coordinate any changes of frequency and all radio traffic.
- g. If the pursuit is near another County, alert other Law Enforcement agencies of the apparent route of the pursuit and coordinate communications for a possible intercept.
- h. Immediately notify duty supervisor of the pursuit for each of the County's Law Enforcement Agencies involved, along with current information.
- i. Obtain registration and ^{registered owner} ~~warrant~~ information, if applicable, concerning the suspect vehicle and forward it to the all officers over the radio.
- j. Relay and repeat confirmation of compliance from each unit involved when relaying a directive to terminate the pursuit.
- k. If a crash occurs, \ send appropriate EMS and Fire!



II-11 BE ON LOOK OUT (BOL'S) BROADCASTS

Policy and Procedures

- 11.1** In general, use discretion and common sense on BOL's. It is better to share information that may be needed in making a good decision, than to skip something where officer safety or the public is put in danger.
- 11.2** When broadcasting a BOL, the following shall occur:
- Transmit Alert Tone 1 for three seconds
 - Notify all units to standby for a BOL
 - Give units approximately 5-10 seconds to prepare to copy, then broadcast your information
 - Keep your transmission in 20 second sections (break), allowing officers to copy the information
 - **For Subjects:** Give location, reason for broadcast, and vehicle information first, followed by name, DOB, gender, height, hair color, hair length, hair style, eye color, distinguishing marks, features, clothing, time last seen, if known to have weapons, and any other information available.
 - **For Vehicles:** Vehicle description (Remember CYMBAL: Color, Year, Make, Body, Additional paint work or damage, License), location last seen, direction of travel, what the vehicle doing.
 - **For Incidents:** Give location, type of crime, vehicle description, and direction of travel first, followed by the date and time of the incident, location of incident, suspect description, if any weapons were involved, and any missing property of person.

REQUIRED BOL'S

- ✓ BOL's on behalf of Alpena County Law Enforcement Agencies
- ✓ BOL's of adjacent counties
- ✓ Indications or events that lead a Telecommunicator to believe a suspect/subject/vehicle is headed into or may come through Alpena County
- ✓ Any situations where officer safety may be compromised

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

11. BE ON LOOK OUT (BOL's) \ ~~FOR YOUR INFO (FYI's) BROADCASTS~~

11.1 In general, use discretion and common sense on BOL's and ~~FYI's~~. It is better to share information that may be needed in making a good decision, than to skip something where officer safety or the public is put in danger.

11.2 When broadcasting a BOL or a FYI, the following shall occur:

- a. Transmit ~~APB Tone~~ ^{Alert tone 1} for three seconds
- b. Notify all units to standby for a BOL or ~~FYI~~
- c. Give units ⁵⁻¹⁰ seconds to prepare to copy, then broadcast your information.
- d. Keep your transmission in 20 second sections (break), allowing officers to copy the information.
- e. For Subjects: Give location, reason, vehicle information first, then name, DOB, sex, height, hair color, length, style, eye color, distinguishing marks, habits, features, clothing, last seen, and any other information available. Also if is known to have weapons. ^{reword}
- f. For Vehicles - Remember CYMBAL: Color, Year, Make, Body, and License. ^{reword}
- g. For Incidents - Give location, type of crime, vehicle description and direction of travel first, then date and time of incident, location of incident, suspect description, if weapons were used, , and any missing property or person.

~~11.3 FYI's that shall be broadcast include:~~

a.

b.

c. A
st

11.4 Required BOL

a. BOL's on

b. BOL's of

c. Indications ~~to believe a suspect /~~
subject or vehicle is needed into or may come through this County.

d. Any situations where officer safety may be compromised.

Eliminate the FYI section
would require too many tones and
tie up unnecessary radio time throughout
the day. Anything emergent would fall
under a BOL



II-15 ROAD HAZARD POLICY MOTOR VEHICLES

Policy and Procedures

- 15.1** This policy addresses the removal of abandoned vehicles during weather emergencies.
- 15.2** If a request is made by the Alpena County Road Commission or the City of Alpena DPW to remove an abandoned vehicle that has been deemed as a hazard or plowing obstruction, the following guidelines will apply:
- When a supervisor of either department contact ACCD in reference to an abandoned vehicle, the dispatcher on duty will obtain a license plate and attempt to contact the registered owner
 - Should this fail, the closest car within the proper jurisdiction will be dispatched
 - Upon arrival, the officer shall determine if the vehicle is indeed a hazard and request ACCD for the next no preference wrecker to their location for the vehicle.

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

15. Road Hazard Policy/MVs:

- 15.1 Policy addresses the removal of abandoned vehicles during weather emergencies.
- 15.2 If a request is made by the Alpena County Road Commission or the City of Alpena DPW to remove an abandoned vehicle that has been deemed as a hazard or plowing obstruction, the following guidelines will apply;
 - 15.2.1 When a supervisor of either department contacts ACCD reference in reference to an abandoned vehicle, the dispatcher on duty will obtain a license plate and attempt to contact the registered owner.
 - 15.2.2 Should this fail, the closest car within the proper jurisdiction will be dispatched.
 - 15.2.3 Upon arrival, the officer shall determine if it indeed a hazard and request ACCD for the next no preference wrecker to their location.

No changes, just clean up format



II-18 ALPENA CITY PD WARRANTS

Policy and Procedures

18.1 Policy

Alpena City PD warrants are held at Alpena County Central Dispatch (ACCD). ACCD personnel are responsible for verifying and cancelling these warrants.

18.2 Procedure

When an official request for information on an Alpena City PD (APD) warrant is received, the dispatcher will:

CONFIRMATION

1. Physically confirm that a valid warrant exists in the APD Warrant Box, and that it is for the individual in question.
2. Contact on duty APD supervisor on duty to find out if APD would like a hold placed for pickup of the individual.
3. Inform the inquiring party of the warrant's validity and whether or not APD will pick up the individual or if they request to "Advise and Release."

CANCELLATION

- If an individual is arrested locally on an APD warrant, the warrant is to be cancelled out of LEIN.
- If the individual is detained outside of Alpena:
 - When the APD supervisor indicates that the individual is not going to be picked up, the warrant is **NOT** cancelled.
 - When another agency lodges the individual with an APD warrant on their own charges, do **NOT** cancel the APD warrant.
 - When the individual is detained outside of Alpena on an APD warrant and APD officers are going to transport, cancel the warrant only after the APD officers indicate that they have the individual in their custody, or have returned with the individual to Alpena.



II-18 ALPENA CITY PD WARRANTS

Policy and Procedures

- After a warrant is cancelled, the dispatcher will note the date and their initials on the front of the warrant envelope in the space provided.

DISPOSTION

APD warrants that have been cancelled or recalled by APD personnel, will be placed on the bulletin board for transport to APD by the first APD officer to pass through ACCD.

ALPENA COUNTY CENTRAL DISPATCH
LAW ENFORCEMENT POLICIES

Effective: 04-17-13

18. ALPENA CITY PD WARRANTS

18.1 Policy:

Alpena City PD warrants are held at Alpena County Central Dispatch (ACCD).
ACCD personnel are responsible for verifying and cancelling these warrants.

18.2 Procedure:

When an official request for information on an Alpena City PD (APD) warrant is received, the dispatcher will:

18.2.1 Confirmation:

- Physically confirm that a valid warrant exists in the APD Warrant Box, and that it is for the individual in question.
- Contact APD Supervisor on duty to find out if APD ~~will~~ pick up the individual. *would like a hold placed for*
- Inform the inquiring party the warrant's validity, and whether or not APD will pick the individual up. *or if they request to "Advise and Release"*

18.2.2 Cancellation:

- If an individual is arrested locally on an APD warrant the warrant is be cancelled out of LEIN.
- If an individual is detained outside of Alpena:
 - If the APD Supervisor indicates that the individual is not going to be picked up, the warrant is NOT cancelled.
 - If another agency lodges an individual with an APD warrant on their own charges, do NOT cancel the APD Warrant.
 - If an individual is detained outside of Alpena on an APD Warrant and APD Officers are going to transport, cancel the warrant only after they APD officers indicate that they have the individual in their custody, or have returned with the individual to Alpena.
- After a warrant is cancelled the dispatcher will ~~not~~ *note* the date and their initials on the front of the warrant envelope in the space provided.

18.2.3 Disposition:

APD Warrants that have been cancelled, or been recalled by APD personnel, will be placed on the bulletin board for transport to APD by the APD officer to pass through APCD.

OPERATIONAL BYLAWS
ALPENA COUNTY CENTRAL DISPATCH COMMITTEE

SECTION I

PURPOSE

- 1.1 It is the desire of the participating agencies and departments to centralize the dispatching of all law enforcement, fire, and ambulance services within Alpena County. This centralizing of dispatching service shall be to the mutual and general benefit of the public and to the safety, health, and welfare of the citizens of the State of Michigan.
- 1.2 Upon approval of the Alpena County Board of Commissioners there shall be an entity known as the "Alpena County Central Dispatch Committee" which shall be an Agency of the County of Alpena.

AGREEMENT

- 1.3 The intent of this agreement is to create a consolidated Central Dispatch System operated by the Alpena County Central Dispatch Committee.
- 1.4 This agreement will allow for the participation of private safety entities as defined in 2.8.

SECTION II

DEFINITIONS

- 2.1 As used in this agreement, the following terms / phrases shall have the following meanings:
- 2.2 "ACCDC" refers to the Alpena County Central Dispatch Committee as created herein. **The ACCDC is also known as the "911 Advisory Board".**
- 2.3 "Alpena County Central Dispatch" is defined as an operations center designed to communicate with emergency vehicles and to coordinate the various operational activities of the agencies participating in ALPENA COUNTY CENTRAL DISPATCH COMMITTEE. The major intent of this center will be to provide the centralization of emergency communications of those participating agencies.
- 2.4 "Executive Board" Refers to the Executive Board described in this agreement.
- 2.5 "Committee" refers to the Operational Committee described in this agreement.
- 2.6 "Direct Dispatch Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT (PSAP), in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available emergency service unit(s).

- 2.7 "Legislative Body" refers to the governing body of a public agency.
- 2.8 "Private Safety Entity" refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.9 "Public Agency" refers to any tax supported agency of a state, county, and/or local governmental unit.
- 2.10 "Public Safety Agency" refers to a functional division of a public agency that provides law enforcement, fire fighting, and/or emergency medical services response.
- 2.11 "Participating Public Safety Agency" refers to a public safety agency that participates in the Alpena County Central Dispatch system through either the direct dispatch method, or transfer method.
- 2.12 "Properly convened meeting" refers to a Board or Committee meeting where a majority of the appointed members are present, and which was the subject of five (5) days prior written notice to each member or prior attempts to reach each member telephonically or electronically if the meeting was called with less than five (5) days notice. Notification of meeting shall be posted in the public entrance of the Alpena County Court House, shall be considered an open meeting. Any Member bringing forth an issue that would interfere with public safety may request a closed session, a motion will be made to go into closed session and the meeting will be closed at that point. Closed Session will be held near the end of the meeting.
- 2.13 "Proper vote" refers to a polling of the members of the Board or Committee which results in an affirmative majority of those members present and voting, with the exception of financial matters which shall require the affirmative vote of two-thirds of the entire membership appointed and serving.
- 2.14 "Public Safety Answering Point" refers to a communications facility operated on a 24-hour basis, assigned responsibility to receive both emergency and non emergency requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.15 "Relay Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services.
- 2.16 "Transfer Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency services.

- 2.17 "9-1-1 Plan" refers to the plan adopted by the Alpena County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

SECTION III
GOVERNANCE

3.1 ACCDC:

- (A) The Alpena County Central Dispatch Committee shall be made up of representation from the following agencies:

1. Two Alpena County Board of Commissioners
2. Alpena County Townships Association representative
3. Elected Representative of City Government
4. Private Citizen at large
5. Alpena County Fire/EMS Service Representative
6. N. E. MI Medical Control Authority representative
7. Alpena County Sheriff or designee
8. Representative of Department of State Police
9. City Police Chief or designee
10. City Fire Chief or designee

- (B) For purposes of dispatch policy and procedure the ALPENA COUNTY CENTRAL DISPATCH COMMITTEE shall be governed by an Executive Board consisting of representation as follows:

1. Alpena County Sheriff or designee
2. Representative of the Department of State Police
3. Representative of the Alpena County Board of Commissioners
4. Chairperson of the Central Dispatch Committee
5. City Police Chief or designee

The Executive Board shall investigate upon the request of the Central Dispatch Director and make a recommendation to the County Personnel Committee on administrative or civil issues.

- (C) The Central Dispatch Committee may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Policy Committee. Members of any additional advisory or Ad-Hoc Committee established by this section are exempt from Article 3.11 of this agreement.
- (D) The Alpena County Board of Commissioners shall approve appointments to the Central Dispatch Committee. When possible, the Alpena County Board of Commissioners shall seek recommendations from the representative groups listed in 3.1(C) for replacement of that groups representative member if an opening should occur or term expire. The State Police Representative is based upon recommendation by the State Post Commander.

3.2 DISPATCH COMMITTEE ORGANIZATION:

The ACCDC shall organize during the January meeting. The two County Commissioners appointed to the ACCDC will rotate the positions of Chairman and vice-Chairman of the ACCDC. The Chair of the Executive Board shall be the vice-Chair of the ACCDC. The Vice-Chair from the previous year shall become the Chairperson. The former Chairperson of the Central Dispatch Committee will then become the Vice-Chairperson of the Central Dispatch Committee.

The Chairperson of the Board of County Commissioners, or the Vice-Chairperson in the absence of the Chairperson, shall serve as an ex-officio member of the Central Dispatch Committee and may vote only upon a tied ballot.

3.3 TERMS OF OFFICE:

The term of office for members of the Alpena County Central Dispatch Committee shall be two years. (These two years will coincide with the election terms of office) The terms of the membership shall be staggered so no more than five positions expire in any one year.

3.4 CHAIRPERSON:

The Chairperson shall preside over meetings and will coordinate activities of the ACCDC and the Policy Committee.

3.5 VICE CHAIRPERSON:

The Vice Chairperson will act as the Chairperson in the Chairpersons absence and can conduct all business that the Chairperson would normally conduct.

3.6 SECRETARY:

Secretarial assistance will be provided by the Commissioners' Office.

3.7 TRUSTEES:

The remaining members of the Central Dispatch Committee will serve as Trustees and can be appointed to specific duties or positions by the Chairman.

3.8 MEETINGS:

Meetings of the ACCDC shall be held at least quarterly. A quorum of the Committee shall be declared when a simple majority of its membership is present.

3.9 COMMITTEE:

Each member of the ACCDC shall be entitled to equal voice in the operation of the Committee. For purposes of voting the "one man - one vote" policy shall apply.

3.10 COMPENSATION:

Members not otherwise compensated shall be paid at a rate established by the County Board of Commissioners.

3.11 POWERS:

The ACCDC is established to consider and recommend dispatch policy and procedure to the Alpena County Board of Commissioners and upon approval shall be implemented by the Director.

The ACCDC is also authorized to recommend to the County Board contracting with a public safety agency to provide dispatch services.

SECTION IV
OPERATIONS:

4.1 PERSONNEL:

Personnel matters will be handled by the Central Dispatch Director through the Alpena County Board of Commissioners.

4.2 CENTRAL DISPATCH:

THE ACCDC is charged with the responsibility of administering a PSAP under the Alpena County Emergency Telephone Service Plan, and Central Dispatch System for participating public and private safety agencies in Alpena County.

4.3 DIRECTOR:

For purposes of day to day operations regarding personnel and budget, the Director shall be responsible to the County Board or any other designee by the Board of Commissioners. For purposes of dispatch policy and procedure, the Director shall be responsible to the ACCDC established in this agreement.

SECTION V
FISCAL ADMINISTRATION

5.1 BUDGET:

For each fiscal year the County Board of Commissioners shall approve an Alpena County Central Dispatch budget prepared by the Director in cooperation with the County Administrative Department. The budget shall segregate anticipated revenues into accounts designed to cover expected expenditures. The budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditure may be authorized if it will result in an actual budgetary account deficit or is at a rate which will eventually lead to an actual budgetary account deficit prior to the end of the fiscal year. The Director shall recommend to the County Board that the budget be amended if necessary to meet deviations in expected revenues or authorized expenditures.

SECTION VI

MISCELLANEOUS

6.1 SEVERABILITY

This agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the agreement shall remain in full force and effect.

6.2 TERM

This agreement shall remain in effect indefinitely unless terminated by resolution.

6.3 AMENDMENT

The operational bylaws of the ACCDC may be amended upon recommendation by the ACCDC and approval of the Alpena County Board of Commissioners.

Adopted by the Alpena County Board of Commissioners on April 30, 2019