



Calhoun County Radio Policy and Procedure (Version 1.2)

Calhoun County MPSCS Simulcast System
Revised: April 13, 2026

This public safety radio communications guideline manual shall apply to all radio users operating within the Calhoun County Consolidated Dispatch Authority (CCFDA) MPSCS Simulcast System. CCCDA will maintain operational control of the system and communications. Each user group or department is responsible to their agencies' command structure for adherence to this plan. All departments and users shall ensure that proper radio discipline, courtesy, FCC rules and professionalism are maintained and that the radio users adhere to proper radio communication guidelines accordingly. Any serious or repeated violations of these radio communications guidelines shall be reported to the appropriate level of supervision for corrective action as necessary.

Radio Transmissions

1. All radio transmissions shall be courteous, professional, and as brief as possible. Use of clear text and common terminology is important for clear and concise radio communications. Use official titles and authorized call signs for all radio transmissions.
2. Radio transmissions on all primary dispatching talk-groups/channels shall involve official public safety communications business only.
3. Any unnecessary, prolonged, unidentified radio communications or any use of profane, derogatory, degrading or disparaging language during radio operations is strictly prohibited.
4. Begin radio transmissions by identifying the unit or individual you want to contact, then identifying yourself. This technique is referred to as "called party first" or "Hey you, it's me" and is designed to reduce the number of missed or repeated calls.
5. When calling another party on the radio, please refrain from using personal names, especially on dispatch or common talkgroups; use their personal call sign or unit name/identification whenever possible. The call sign "dispatch, police dispatch, or fire dispatch" will be used to identify the 911 Public Safety Answering Point (PSAP) or 911 Communications Center.
6. During radio communications, any user that sends out a message with an **EMERGENCY** or **PRIORITY** emphasis shall be granted use of that talk-group or channel for communications until the situation has stabilized. All other radio traffic shall yield unless they can directly assist in a positive way. It shall also be important that an announcement to restart normal radio traffic is completed to all users involved once the emergent situation has cleared.
7. If an incident is on a non-dispatch talkgroup, or spans multiple talkgroups, identify the talkgroup you are on when contacting dispatch, and when dispatch contacts units on that talkgroup. For example, "Dispatch from 1301 on Fireground 3," or, "1301 from Dispatch on Fireground 3."



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Phonetic Alphabet

The phonetic alphabet is used to define letters which may sound similar over the radio. They may be used when certain names such as chemicals, businesses, streets, etc. must be spelled for clarification purposes.¹

- | | | |
|-------------|-------------|-------------|
| A - ADAM | J - JOHN | S - SAM |
| B - BOY | K - KING | T - TOM |
| C - CHARLES | L - LINCOLN | U - UNION |
| D - DAVID | M - MARY | V - VICTOR |
| E - EDWARD | N - NORA | W - WILLIAM |
| F - FRANK | O - OCEAN | X - X-RAY |
| G - GEORGE | P - PAUL | Y - YELLOW |
| H - HENRY | Q - QUEEN | Z - ZEBRA |
| I - IDA | R - ROBERT | |

¹ Scene size-ups may use Greek alphabet.

Police Talkgroups

Talkgroup	Description	Encryption	Monitored	Recorded
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Countywide

13PMTRO	Metro Police Dispatch	AES	YES	YES
13PCNTY	County Police Dispatch	AES	YES	YES
13P911B	Police Dispatch Secondary	AES	YES	YES
13LEINE	LEIN	AES	YES	YES
13PTAC6	Police TAC 6	AES	NO	YES
13PTAC7	Police TAC 7	AES	NO	YES
13PTAC8	Police TAC 8	AES	NO	YES
13PK9	Canine Units	AES	NO	YES
13TRAVEL	Travel	CLEAR	NO	YES
13PTRNG	Training	AES	NO	YES
13P911	Police Interop	CLEAR	YES	YES

Albion

13PADPS	Albion Proprietary	AES	NO	NO
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Battle Creek

13PBC	BCPD Proprietary	AES	NO	NO
13PGANG	BCPD Gang	AES	NO	NO
13PHHIT	BCPD HHIT	AES	NO	NO
13PERT	BCPD ERT	AES	NO	NO
13PERTB	BCPD ERT B	AES	NO	NO
13PCOPS	BCPD COPS	AES	NO	NO
13BCEM	BCPD Emergency Man.	AES	NO	NO
13PSIU	BCPD SIU (Limited)	AES	NO	NO

CCSO

13PCCSO	CCSO Proprietary	AES	NO	NO
13JAIL	Calhoun Jail	AES	NO	NO
13SRTCOM	CCSO SRT Main	AES – 1669	NO	NO
13PSRT	CCSO SRT Police Only	AES	NO	NO
13EM	Emergency Management	CLEAR	NO	NO

Emmett Twp

13EMMT	Emmett Proprietary	AES	NO	NO
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KCC

13PKCC	KCC Proprietary	AES	NO	NO
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Marshall

13PMPD	Marshall Proprietary	AES	NO	NO
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NHBP

13PNHBP	NHBP Proprietary	AES	NO	NO
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Encrypted talkgroups will utilize 'strapped encryption.'

MPSCS LAW, CKR 1667 will be used for law enforcement AES256 encryption, unless otherwise noted.

Calhoun County Law Proprietary AES256, CKR 1678, is available for future use.



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Fire/EMS Talkgroups

The below table shows the dispatch talkgroups for fire and EMS agencies within Calhoun County:

Agency	13FCNTY	13FMTRO
Albion City	X	
Albion Township	X	
Athens Township	X	
Battle Creek City		X
Bedford Township		X
Bellevue	X	
Burlington	X	
Clarence Township	X	
Emmett Township		X
Fredonia Township	X	
Homer	X	
Leroy Township		X
MAFFAA	X	
Marengo Township	X	
Marshall City	X	
Marshall Township	X	
Newton Township		X
Olivet	X	
Pennfield Township		X
Sheridan Township	X	
Springfield City		X
Tekonsha Township	X	
VA		X

The system layout is designed to off-load incidents with higher radio traffic to fireground talkgroups. Not only will this allow for more efficient on-scene communication, but it also allows for the consolidation of dispatch talkgroups. This is an important consideration as CCCDA only has one fire dispatcher per shift and their span of control can only be so vast. Consolidating dispatch talkgroups will make dispatching more efficient and will bring better situational awareness for agencies.

The tables starting on page 5 illustrate the talkgroups for fire and EMS agencies.



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Talkgroup	Description	Encryption	Monitored	Recorded
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Countywide

13FMTRO	Metro Fire Dispatch	NO	YES	YES
13FCNTY	County Fire Dispatch	NO	YES	YES
13FG3	Fireground 3	NO	YES	YES
13FG4	Fireground 4	NO	YES	YES
13FG5	Fireground 5	NO	YES	YES
13FG6	Fireground 6	NO	YES	YES
13FG7	Fireground 7	NO	YES	YES
13FG8	Fireground 8	NO	YES	YES
13F911	Mutual Aid Patching	NO	YES	YES
13FTRAIN	Training	ADP	NO	NO

Proprietary

13FADPS	Albion City	NO	NO	YES
13FALBTW	Albion Township	NO	NO	YES
13FATHEN	Athens Township	NO	NO	YES
13FBC	Battle Creek City	NO	NO	YES
13FBEDF	Bedford Township	NO	NO	YES
13FBUR	Burlington Township	NO	NO	YES
13FCLAR	Clarence Township	NO	NO	YES
13EMMT	Emmett Township	NO	NO	YES
13FFRED	Fredonia Township	NO	NO	YES
13FHOMER	Homer	NO	NO	YES
13FLEROY	Leroy Township	NO	NO	YES
13EMAFFA	MAFFAA	NO	NO	YES
13FMARE	Marengo Township	NO	NO	YES
13FMC	Marshall City	NO	NO	YES
13FMARTW	Marshall Township	NO	NO	YES
13FNEWT	Newton Township	NO	NO	YES
13FPENN	Pennfield Township	NO	NO	YES
13FSHER	Sheridan Township	NO	NO	YES
13FSPR	Springfield City	NO	NO	YES
13FTEK	Tekonsha Township	NO	NO	YES
13FVA	VA	NO	NO	YES

Paging Talkgroups



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Paging talkgroups are used to activate pagers and station alerting systems. Paging talkgroup traffic will multi-casted on the dispatch talkgroup for that agency. For example, an ADPS call would be dispatched simultaneously on 13PGALCA and 13FCNTY. This allows for the agency pagers to be activated, and for situational awareness (equivalent of having the pager open now) by using the dispatch talkgroup.

Talkgroup	Description
13PGALCA	Albion DPS All
13PGALCO	Albion DPS On Duty
13PGALBT	Albion Twp.
13PGATHA	Athens All
13PGATHM	Athens MFR
13PGBCA	Battle Creek All
13PGBCBC	Battle Creek Battalion Chief
13PGBCS1	Battle Creek Station 1
13PGBCS2	Battle Creek Station 2
13PGBCS3	Battle Creek Station 3
13PGBCS4	Battle Creek Station 4
13PGBCS5	Battle Creek Station 5
13PGBCS6	Battle Creek Station 6
13PGBED	Bedford
23PGBLVU	Bellevue
13PGBUR	Burlington
13PGCLAR	Clarence Twp. All
13PGEMMA	Emmett Twp. All
13PGEMMO	Emmett Twp. On Duty
13PGFRE	Fredonia
13PGHOM	Homer
13PGLER	Leroy
13PGMAF	MAFFA
13PGMNGO	Marengo
13PGMCA	Marshall City All
13PGMCO	Marshall City On Duty
13PGMT	Marshall Twp
13PGNEWT	Newton
23PGOFD	Olivet
13PGPENA	Pennfield All



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13PGPEN0	Pennfield On Duty
13PGSHRA	Sheridan All
13PGSHRO	Sheridan On Duty
13PGSPR	Springfield
13PGTEK	Tekonsha
13PGVA	VA
13PGALL	Countywide All

Interoperable Talkgroups

These talkgroups will be available in all police, fire, and EMS radios. If dispatch is unable to monitor due to extreme call volume, command would be notified.

Talkgroup	Description	Encryption	Monitored	Recorded
13OPS10	Interoperable Talkgroup 10	NO	YES	YES
13OPS11	Interoperable Talkgroup 11	NO	YES	YES
13SPEV1	Special Events 1	NO	YES	YES
13SPEV2	Special Events 2	NO	YES	YES
13SPEV3	Special Events 3	NO	YES	YES
13SPEV4	Special Events 4	NO	YES	YES
13SPEV5	Special Events 5	NO	YES	YES
13SPEV6	Special Events 6	NO	YES	YES
13COM	Countywide Hailing	NO	YES	YES

Water rescues will be assigned an interop talkgroup (preferably 13OPS10 and 13OPS11) upon dispatch. Units responding to the incident with an assigned talkgroup shall take all communications relating to that incident to the assigned talkgroup. In this instance, Police, Fire, and EMS agencies would utilize the same talkgroup for the incident. Note that in large scale events, multiple talkgroups may be requested for specialized operations.

Off-System Resource(s)

8TAC91D is an interoperable direct channel that will be in all police, fire, and EMS radios. This allows for line-of-sight communication. This is an option for scene communications when MPSCS signal may be diminished, or the system is overloaded. This channel cannot be recorded or monitored by dispatch.

Additional off-system resources are available in Zone F.



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Incident Command

It shall also be important that all radio communications plans are coordinated and clearly defined within the Unified Command or Incident Command System used by all agencies operating in an emergency incident.

Fire Zones

- Zone A is the primary zone for field unit operations.
- Zone B can be made up of any talk groups, based on agency preferences.
- Zone C: Calhoun Countywide Talkgroups (EM, SPEV, Etc)
- Barry County
- Eaton County
- Hillsdale County
- Kalamazoo County
- Jackson County
- St. Joseph County
- Paging (A-B) RX Only
- Paging (E-P) RX Only
- Paging (S-V) RX Only
- Zone E: Emergency Management
- Zone F: Interoperable Channel
- G-K: Statewide Events
- Zone M: MABAS
- Zone N: Statewide/AirLZ
- Zone R1: Region 1 Interop
- Zone R5: Region 5 Interop

*Some agencies may have additional zones, such as school district, based on local needs.

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Fire Zone "A"

	13FCNTY Agencies	13FMTRO Agencies
1	13FCNTY	13FMTRO
2	AGENCY PROPRIETARY	AGENCY PROPRIETARY
3	13FG3	13FG3
4	13FG4	13FG4
5	13FG5	13FG5
6	13FG6	13FG6
7	13FG7	13FG7
8	13FG8	13FG8
9	13COM	13COM
10	13OPS10	13OPS10
11	13OPS11	13OPS11
12	AIRLZ1	AIRLZ1
13	AIRLZ2	AIRLZ2
14	13FMTRO	13FCNTY
15	8TAC91D	8TAC91D
16	13FG4	13FG3

Common on ALL Radios

EMS Zones

- Zone A is the primary zone for field unit operations.
- Zone B can be made up of any talk groups, based on agency preferences.
- Barry County
- Eaton County
- Hillsdale County
- Kalamazoo County
- Jackson County
- St. Joseph County
- Paging (A-B) RX Only
- Paging (E-P) RX Only
- Paging (S-V) RX Only
- Zone E: Emergency Management
- Zone F: Interoperable Channel
- G-K: Statewide Events
- Zone M: MABAS
- Zone N: Statewide/AirLZ
- Zone R1: Region 1 Interop



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- Zone R5: Region 5 Interop

EMS Zone A

1	13FCNTY
2	AGENCY PROPRIETARY
3	13FG3
4	13FG4
5	13FG5
6	13FG6
7	13FG7
8	13FG8
9	13COM
10	13OPS10
11	13OPS11
12	AIRLZ1
13	AIRLZ2
14	13FMTRO
15	8TAC91D
16	13FCNTY

Common on ALL Radios

Police Zones

- Zone A is the primary zone for field unit operations.
- Zone B can be made up of any talk groups, based on agency preferences.
- Zone C includes county-wide resources.
- Zone D Neighboring agencies
- Zone E: Emergency Management
- Zone F: Interop Channels
- Zone G-K: Statewide Events
- Zone L: Local Law Agencies
- Zone M: MABAS
- Zone N: Statewide/AirLZ
- Zone P1-P2: Paging (Fire)
- Zone R1: Region 1 Interop
- Zone R5: Region 5 Interop

*Some agencies may have additional zones, such as school district, based on local needs.



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Law Zone "A"

	COUNTY AGENCIES	METRO AGENCIES
1	13PCNTY	13PMTRO
2	13P911B	13P911B
3	13PMTRO	13PCNTY
4	13LEINE	13LEINE
5	AGENCY PROPRIETARY	AGENCY PROPRIETARY
6	13PTAC6	13PTAC6
7	13PTAC7	13PTAC7
8	13PTAC8	13PTAC8
9	13COM	13COM
10	13OPS10	13OPS10
11	13OPS11	13OPS11
12	STATW1	STATW1
13	STATW5	STATW5
14	13EMD	39P911
15	8TAC91D	8TAC91D
16	13PCNTY	13PMTRO

Common on ALL Radios

Radio Features and Settings

See Exhibit B for codeplug details.

Police Dispatch Procedures

- Battle Creek PD, Emmett Township DPS, and KCC PD will use 13PMTRO as their primary dispatch talkgroup.
- All other agencies will use 13PCNTY as their primary dispatch talkgroup.
- Pre-planned incidents shall utilize a local talkgroup (such as SRT/ERT) or request a countywide TAC.
- Requests for a clear channel will be made by law enforcement. Dispatch may clear a channel for pursuits or officer in distress.
- If a 'clear channel' is requested, dispatch shall send a tone and announce, "Clear channel for units at [incident]." **If 13P911B is unavailable, then announce talkgroup.**
- If the air is held on a dispatch talkgroup, all other traffic will move to 13P911B.
- If 13P911B is in use, then 13LEINE will be utilized. In this scenario, normal LEIN operations will be suspended for only urgent file runs.

Status checks (dispatch policy 05.05):

- Telecommunicators perform status checks at timeframes predetermined in the Computer Aided Dispatch (CAD) system.
- This shall be done by requesting the unit's 'status' or 'welfare.'
- If there is no response within 15 seconds, the telecommunicator will attempt again, this time stating officers' last known location.
- If a unit does not respond within 15 seconds, the telecommunicator will send a page to that radio.
- If there continues to be no response after 15 seconds, a backup unit will be dispatched, giving the units last known location and incident type.
- The unit's command or OIC will be notified by dispatch.
- Upon consultation with the OIC or command, a 'tone' may be used on the dispatch talkgroup to attempt to alert the unit and request additional backup.

Fire Dispatch Procedures

CCFDA shall use the following procedure for dispatching fire agencies:

1. Simulcast on the appropriate paging talkgroup and corresponding dispatch talkgroup(s).
2. Attention **[agency name(s)]** for a **[incident type (medical w/ priority, structure fire, etc.)]** at **[location with cross streets], [incident details]**. (If applicable) this incident will be on **[talkgroup name]**. Dispatch clear, **[time]**.
3. For mutual aid requests outside of Calhoun County, the agency requesting the aid shall be identified, along with the talkgroup or radio channel that they will be on.

A representative, typically command officer, from the department shall acknowledge the dispatched call over the dispatch talkgroup, then switch to the assigned talkgroup (if applicable). For instances where the first out apparatus will be responding within five (5) minutes, the first out unit shall call enroute on the dispatch talkgroup, then switch to the assigned talkgroup (if applicable).

Additional Parameters:

- If no units call enroute or acknowledge the call within five (5) minutes, the agency will be re-paged.
- When a call is cancelled prior to apparatus going into service, the paging procedures will be repeated to announce that the call has been cancelled, including the reason for the cancellation.

Outside of the above provisions, individual personnel shall not call in service on dispatch monitored talkgroups (13FCNTY, 13FMTRO, Firegrounds, etc.), this should only be done at the apparatus level.



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Multi-Agency Response

For certain emergencies, firegrounds are assigned upon dispatch. These incidents include:

- Structure Fire
- Personal Injury (P.I.) Crash
- Airport 'Alert'
- Chimney Fire
- Railcar Fire
- Derailment
- Extrication
- Brush Fire

If dispatch is unable to monitor due to extreme call volume, command would be notified. Firegrounds can also be requested at any time by fire department agencies. Note that in large scale events, multiple talkgroups may be requested for specialized operations (example: One for firefighting operations and a second for water supply).

Talkgroups would be assigned in numerical order, with the number corresponding to the radio knob position in all fire radios. InterOp talkgroups are to be used when firegrounds are not available.

This table illustrates the order in which firegrounds will be assigned, according to the agency's primary dispatch talkgroup:

Order	13FCNTY	13FMTRO
1	13FG4	13FG3
2	13FG5	
3	13FG6	
4	13FG7	
5	13FG8	
6	13OPS10	
7	13OPS11	

After the call has been acknowledged or the first-out apparatus calls enroute, all other radio traffic from units responding to the incident shall occur on the assigned talkgroup.

STORM EVENTS: During large-scale storm events, it may improve efficiency for departments to self-dispatch. This traffic should occur on the agency's proprietary talkgroup. Mutual aid incidents (such as structure fires) will be continue to be handled on a countywide talkgroup, if possible.



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Emergency Alert Activations

If an emergency alert is activated on a dispatch-monitored talkgroup, the telecommunicator will attempt to confirm the status of the unit. For an emergency alert received on a non-monitored talkgroup, dispatch staff will contact the officer in charge (OIC) on that talkgroup or that of the unit's agency.

Emergency alerts must be reset by the unit. To reset the alert, depress and hold the orange emergency button.

*Specific procedures on confirming a unit's status will not be included in this document. Refer to local policy.

Storm Plan

A storm plan shall be established, reviewed, and updated as needed. See Exhibit A.

Training

All users of the system are required to attend training. Calhoun County will maintain a cadre of MPSCS trainers who will work together to not only provide initial training, but ongoing training for new users.

Maintenance/Template Requests

Requests for maintenance or template updates shall be sent to radios@calhounmi911.gov.

Planned Events/Cache Radios

Calhoun County 911 will maintain cache radios programmed for police, fire, and EMS. These radios will be made available for planned events, emergency scenes, along with spares when radios are out of service for maintenance. Requests for these radios shall be sent to radios@calhounmi911.gov.

If local capacity is exceeded, additional cache radios can be obtained by contacting the MPSCS NCC:
517-333-5050
mpscs-ncc@michigan.gov