



Portage County Public Safety Communications and Policy Board
POLICIES AND PROCEDURES

Policy Number:	3	Subject:	Radio Call Numbers	
Effective Date:	December 18, 2014	Revised Date:	February 23, 2017	Number of Pages: 2
Related References:				
Policy Statement: This policy is intended to establish a framework for the assigning of radio call numbers that are utilized in the Portage County Public Safety Radio System.				

I. DEFINITIONS:

Communications Center – The Portage County Sheriff’s Office Communications Center.

EMR – Emergency Medical Responder; people who are specially trained to provide out-of-hospital care in medical emergencies, typically the first medically trained personnel who come in to contact with a patient.

EMS – Emergency Medical Services.

Field Unit – Any unit which is interacting with the Communications Center from out in the field, such as squad cars, fire apparatus, EMRs, etc.

Fire Service – Any unit reporting to a fire department/district, including rescue, hazardous materials, and similar entities.

II. STANDARDS AND PROCEDURES

- a. **Philosophy.** In order to properly communicate with accuracy and brevity, and to aid in record keeping, a standardized system of radio call numbers has been developed to refer to field units over the radio frequencies operated by Portage County for public safety purposes. This framework will allow for standardization, clarity, and flexibility at the agency level.
- b. **Agency Management.** Once assigned a range of radio call numbers, individual agencies are free to properly assign those allotted call numbers as they best see fit. It is also the responsibility of each agency to maintain current call numbers and keep the Communications Center apprised of any changes.
- c. **Expectations of Compliance.** It is expected that any agency or field unit that operates on a frequency licensed to Portage County shall utilize the naming convention established in this policy.

III. NUMBER ASSIGNMENTS AND STRUCTURE

a. Law Enforcement/Coroner/Emergency Management. Typically each individual is assigned a number that is for their use only, except for the Coroner that shares a single number. The chief executive of each agency typically begins with the first number ending in a one within their sequence (example, the Sheriff is 101.)

- i.** 000 – 099 *Reserved for Future Use*
- ii.** 100 – 199 Sheriff's Office
- iii.** 200 – 299 Stevens Point Police Department
- iv.** 300 – 350 Plover Police Department
- v.** 351 – 398 *Reserved for Future Use*
- vi.** 399 Coroner
- vii.** 400 – 499 Sheriff's Office/Wisconsin State Patrol
- viii.** 500 – 599 Sheriff's Office
- ix.** 600 – 699 Sheriff's Office
- x.** 700 – 799 Emergency Management
- xi.** 800 – 999 Stevens Point Police Department and Public Safety Chaplains

*WSP inspectors will use a 4-digit number beginning with 4

b. Fire Service/EMS. Individuals and apparatus can each have their own unique identifiers. Designations are a composite of their agency identification number, their role/apparatus type, and an internal sequence number (example, Stevens Point Fire Department's number one engine would be 51-Engine-1.)

- i.** 50 Portage County
- ii.** 51 Stevens Point
- iii.** 52 Park Ridge
- iv.** 53 *Reserved for Future Use*
- v.** 54 Plover
- vi.** 55 Hull
- vii.** 56 Dewey
- viii.** 57 Stockton
- ix.** 58 Amherst
- x.** 59 Rosholt
- xi.** 60 Bancroft
- xii.** 61 Almond
- xiii.** 62 Rudolph**
- xiv.** 63 Grant EMS**
- xv.** 64 Grand Rapids**
- xvi.** 65 Sharon EMS**

**For record keeping purposes only.