



Standard Operating Procedure

Title / Subject

Participation

References/Updates:
Updated: 12/11/2023

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1. Introduction/Purpose

This policy is to give guidance on SIRN LMR system participation. Agencies who were participating prior to this policy do not need to perform any changes.

2. Definitions

All definitions are located in the "Definitions" document located on the SIRN Website at www.sirn.wv.gov.

3. Participation

- a. Approval of participation is not assumed or guaranteed. Use of the SIRN is strictly prohibited until an agency has been approved or under certain emergency situations as defined by policy.
- b. Any agency requesting to participate on SIRN must complete and submit a Participation Application available from the SIRN Website.
 - i. The SIEC Planning Committee for review at the next regularly scheduled meeting.
- c. The Planning Committee shall review the application and act upon the application as follows;
 - i. Accept the application by a committee vote and refer to the full SIEC for review or
 - ii. Refer the application to additional committees for review.
 1. The application will be returned from the additional committees to the Planning Committee with the results of the review
 - iii. Deny the application by a committee vote and refer back to the SWIC to notify the applicant
- d. Should the application be denied, the applicant may resubmit the application once the reason for denial is resolved. The SWIC will work, as permitted by Policy, with the agency to help in resolving the issues. This resubmittal shall follow the same process as the original application.

- e. Should the applicant desire to address the SIEC or its Subcommittees to clarify the application or discuss any concerns, the applicant shall notify the SWIC of the request, the SWIC shall work with the appropriate Chairperson to schedule the address.
- f. The Chairperson of the SIEC or any Subcommittee or the SWIC may request the applicant or an official representative to appear in person to discuss the application.
- g. Updating applications, altering contact information and adding or deleting agencies should be done by submitting an application with the updated information following the same process as a new application.
- h. Failure to comply with Policies, Guidelines or Procedures will not be grounds for reconsideration of an application that is denied.
- i. Failure to comply with Policies, Guidelines or Procedures may be considered grounds for revocation of an application and removal of participation with the SIRN.
- j. Should an application be denied or revoked and the reason(s) cannot be resolved, the agency may file; in writing with the SWIC, a request for final reconsideration with the SIEC. All documents, justifications and other information must be submitted to the SWIC.
 - i. The SWIC shall review the information; assign it to the proper subcommittees for review and schedule a time for the applicant to meet with the SIEC or Subcommittees, prior to a vote to reconsider the application.
- k. The decision by the SIEC shall be final.
- l. Applications for Participation will only be accepted following these guidelines:
 - i. County level applications
 - 1. The county 911 center or Emergency Management office, coordinating with the 911 center, will be the umbrella agency for all agencies within the county. This includes all Police Departments, Sheriff's Department, Fire Departments, EMS Agencies, Local and County Government, PSDs, BOE, Hospitals, Health Department and any other agency that falls within the county.
 - 2. Individual Local or County agencies may not apply individually, unless exigent circumstances are present. Any agency desiring to apply with exigent circumstances should contact the SWIC for assistance.
 - ii. State level applications
 - 1. State Agencies may apply at the Department or Division level. State agencies should not apply at the individual office, detachment or location level. For Example, the State Police should apply as a single department, not applying from each separate detachment.

iii. Federal level applications

- 1.** Federal Agencies may apply at the agency level or by division/location level if there is sufficient separation within administration of the division/location.
- m.** All agencies that are approved for participation must keep their umbrella agencies, contact information and other details up to date. Following the update process listed above.
- i.** Outdated information may be grounds for participation revocation.
- n.** Umbrella Agencies are responsible for ensuring proper user training prior to use by agencies under their umbrella.
- o.** An Umbrella Agency is the agency responsible for maintaining a list of all radio IDs, associated information and to approve programming for all agencies within their umbrella application.
- i.** Umbrella agencies are not necessarily the top agency in the standard Chain of Command; however, they will be the coordinating agency for the SIRN participation.
 - ii.** Multiple programmers can be used, following the requirements set forth in the Programming policy section, however the Umbrella agency is responsible for the coordination of programming information.
- p.** Each participating Federal, State, County or other jurisdictional agency or umbrella agency shall designate a jurisdictional POC who will be the single point of contact between SIRN and the jurisdictional agency.
- i.** Each jurisdictional agency may appoint alternative or backup POCs as needed.
 - ii.** The POC will serve as the only person that can request radio or talkgroup status changes.
 - iii.** The POC will serve as the person responsible for granting permission for talkgroup use for their agencies.
 - iv.** The POC information must be kept current with the SWIC.
 - v.** The Jurisdictional POC shall be responsible for keeping the following information for each radio their agency has active on the SIRN:
 - 1.** Radio ID
 - 2.** Radio Make
 - 3.** Radio Model
 - 4.** Radio Serial Number
 - 5.** Radio Alias
 - 6.** Issued Agency

4. Multi-Jurisdiction Emergency Response Agencies

- a. Any agency that meets the definition and desires to participate on the SIRN may apply for participation following the standard application process instead of falling under a county umbrella.
- b. An agency approved under this Section will be placed under the appropriate State agency's umbrella for radio ID's and oversight.
- c. EMS, agencies under this policy have blanket permission for the following Talkgroups:
 - i. Region 1-8 Regional Talkgroups, EMS Regional Commands, Regional TAC 1-10, Regional Talk 1 & 2 and Regional Hospital Talkgroups;
 - ii. All WV State Medical Command talkgroups and conventional channels, including HELO channels;
 - iii. All County 911 Center Talkgroups (Refer to the 911 Talkgroup Policy for proper operation);
 - iv. The Statewide SOS Channel;
 - v. National Interoperable Channels U-Call & U-Tac; and
 - vi. Boy Scout Talkgroups
- d. County level talkgroups or any other desired talkgroups may only be used with WRITTEN PERMISSION OF THE AGENCY/COUNTY POC. No assumed permission is granted. Refer to the policy section on shared talkgroup use for further details.
- e. The SIEC may restrict the area of operation, the use of certain talkgroups and the ability to use the SIRN for certain purposes.
- f. The primary use of the SIRN is for emergency response and coordination; therefore, no entity shall use the SIRN for financial profit unless granted specific approval by the SIEC.
- g. Non-governmental agencies shall not have private talkgroups activated for use on the SIRN unless otherwise authorized by the SIEC.
- h. The SIEC will determine the permitted talkgroups for agencies as outlined in the Talkgroup Use section.
- i. Agencies must follow all SOP's. Any failure to operate within the policies or misuse of the SIRN may result in the revocation of the agency's permission to participate on the SIRN and/or the deactivation of their radios on the SIRN. **THIS CAN BE DONE WITHOUT WARNING FOR SERIOUS VIOLATIONS!**
- j. An agency that meets the criteria for this section may agree with a specific county for inclusion under their umbrella. The agency will be treated as any other county agency under the umbrella.