	Standard Operating Procedure
	Title / Subject **Plain Language**
	References/Updates: 06/13/2022

1. **Introduction/Purpose**
   This policy is pertinent to any agency that utilizes the WV SIRN. Its purpose is to comply with all Federal NIMS Guidelines.

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

3. **Plain Language**
   a. The SIRN encourages the use of Plain Language for all operations on SIRN (day to day operations.)
      i. This Plain Language is based on the Federal NIMS Guidelines.
   b. The SIRN requires the use of Plain Language for all operations between agencies and for interoperability purposes on shared or regional channels.
   c. Additional Notes
      i. The use of 10-4 to acknowledge a transmission can continue. This 10 code has been deemed universal and should not cause any problems during inter/intra-agency communications.
      ii. All other radio communications will be conducted using plain Language while maintaining brevity and professionalism on the radio.
      iii. Professional tone of voice and communications will be utilized at all times. The use of jargon and/or slang terms to include abbreviations will not be used.