



# Standard Operating Procedure

Title / Subject

## Radio Activation

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](http://www.sirn.wv.gov) website.

### 3. Radio Activation

- a. All requests for radio activation on the system must include the following information:
  - i. Unique Radio ID
  - ii. Unique Serial Number
  - iii. Radio Make
  - iv. Radio Model
  - v. Unique Radio Alias (If none provided, Radio ID will be utilized.)
  - vi. Issued Agency
  - vii. Activation requests shall be made in writing to the SIRN system administrator(s), unless exigent circumstances exist.
- b. All requests for activation of Radio IDs must be from a jurisdictional POC.
- c. Only radios listed on the SIRN Approved Equipment List will be activated for operation on the SIRN.
  - i. An exception to this section shall be granted by the SIEC for radios submitted to the SIEC by manufacturers for evaluation by the SIRN’s Technical Committee designee(s) for their approval of operation on the SIRN.
- d. All submissions for subscriber unit activations shall use the standard *Subscriber Unit Management* form located on the SIRN website.
- e. Radios shall not be activated for any agency that has not been approved by the SIEC as a participating agency.

- f. Agencies may have a limited number of ID's active in the system for emergency or testing purposes.
  - i. Generally, this is limited to a total of five ID's.
  - ii. If more than five IDs are needed, a request shall be submitted to the SWIC in writing outlining the quantity needed and justification for the request.
- g. Deactivation of Radio ID's
  - i. When any radio is transferred, sold, destroyed or otherwise disposed of, the programmer of the equipment shall remove all programming pertaining to SIRN from the radio if possible and return the radio as close as possible to a "Factory Default" condition, and shall report same to the Jurisdictional POC.
    - 1. The Jurisdictional POC shall report such incidents to the SIRN system administrators so the Radio ID can be deactivated in the system.
- h. Under an emergency situation where the radio is believed to be compromised, a Jurisdictional POC shall:
  - i. Notify the SIRN system administrator of the circumstances of the incident and the following information:
    - 1. Agency radio is assigned to
    - 2. Radio ID
    - 3. Radio Make and Model
    - 4. Radio Serial Number
  - ii. The SIRN system administrators shall deactivate the radio remotely, as well as attempt to track to radio to see if it becomes active.
- i. Personally Owned Radio Activation/Deactivation
  - i. See Personally Owned Radios Document available on the SIRN website.
- j. Traded, Sold or Transferred Radios
  - i. All radios traded, sold, decommissioned or otherwise transferred must be reported to the system administrator to have the radio deactivated and have the programming reverted to default programming.
    - 1. Failure to do so may result in the agency being prohibited from further activations or have their participation revoked
- k. Upon request to the SWIC each manufacturer may have up to 6 radio ID's activated for equipment demonstration purposes.
  - i. These radio ID's will not be required to submit radio specific information for activation, however the radios used with these ID's must be on the Approved Equipment List.
  - ii. These IDs shall not be used for operational use, business purposes or any other use other than equipment demonstration.

- iii.** Use outside of the intended purpose may result in the radio ID's and potentially the demonstration talkgroup being deactivated.
  
- iv.** These talkgroups may be shared with agencies to test equipment for proper operation within their agency.