

	Standard Operating Procedure		
	Title / Subject <u>Definitions</u>	Effective Date 04/10/10	Revision Date 01/10/12
	References Final Draft		

Agency – A first responder agency or organization such as a police department, sheriff, or fire department. Can also be a governmental agency, organization or Emergency Management groups. Think of an agency as a group of people providing a service in the interest of public safety that other public safety agencies need to interoperate with. An agency may own, maintain, or use communication assets.

APCO – Is the Association of Public-Safety Communications Officials International. APCO International is the world’s oldest and largest not-for-profit professional organization dedicated to the enhancement of public safety communications.

Applicant – An agency and/or the representative of that agency who wishes to affiliate with the Statewide Interoperable Radio Network (SIRN).

Application – The Statewide Interoperability Executive Committee (SIEC) approved application for affiliation with the SIRN.

CASM – Communication Assets Survey & Mapping is a web-based tool that assists public safety agencies to collect and visualize data, and assess inter-agency interoperability based on the communication assets and interoperability methods (i.e. land mobile radios, gateways, radio caches, interoperability channels, etc.) that exist in their urban area or state.

Dispatch Centers - Is a place that provides dispatch service for one or more agencies. It may or may not also perform as a Public Safety Answering Point (PSAP), and may or may not provide console patches.

Encryption – The encoding and /or enciphering of voice transmissions to prevent unauthorized individuals from listening to sensitive information.

End Users – Emergency response possessing either a mobile or handheld radio.

Gateways - An audio bridge device used by multiple Agencies to provide interoperability between dissimilar Radio Systems.

Interoperability - Is communications between agencies that utilize radio systems and other interoperability methods such as mutual aid channels, gateways, dispatch centers and radio caches.

Jurisdiction – A state, county, city, town, township, or other geographic or political entity

Lay Over Period – The period of time between two regularly scheduled meetings of the SIEC. This period should be approximately 30 days.

Mobile Gateway Patch - Is defined as a system that allows mobile users, such as Incident Management Teams (IMT) and police, fire, and emergency medical services (EMS) command vehicles, to have the ability to establish the patches needed to cross-connect disparate wireless resources.

Mutual Aid - Is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating agencies, regardless of type or size, are utilized for any emergency in which the services of a sister agency, or geographically close unit would be used throughout the state of West Virginia.

Mutual Aid Channel - A radio channel or set of channels (system) that has a name and is recognized or known to be used for interoperability on a national, regional or community basis. An example is the NPSPAC set of mutual aid channels.

Operational Needs – Special circumstances that arise within an agency and have been deemed to be such by the agency head.

Owner or Owns - An agency "owns" or is an Owner of a communication asset if that agency actually does own it, manage it, or is responsible for it.

- Ownership of an asset limits who can edit or configure that asset to the owner(s).
- Owned assets are: Radio Systems, Gateways, Dispatch Centers, and Radio Caches.
- Non-owned assets are: Mutual Aid.
- If your Agency owns an asset, you will be entering the data for that asset into CAS.

P25 – Recognizing the need for common standards for first responders and homeland security/emergency response professionals, representatives from the Association of Public Safety Communications Officials International (APCO), the National Association of State Telecommunications Directors (NASTD), selected federal agencies and the National Communications System (NCS) established Project 25, a steering committee for selecting voluntary common system standards for digital public safety radio communications. This is a standard of compliancy.

P25 Trunking – Is a digital trunking standard utilizing a 9600 baud control channel.

Participants – Agencies who choose to affiliate in some fashion with the SIRN and utilize it for voice communications.

Participating on the Network – Indicates an agency's desire to participate and utilize the Statewide Interoperable Radio Network as a means of communication.

Point of Contact (POC) - Is a person who serves as a primary or secondary point of contact for an agency, radio system, dispatch center, gateway or radio cache.

Programmer – Is an individual holding the SIRN software system key for one or more manufacturers, and authorized by the SIRN technical committee to transfer radio code plugs to one or more manufacturers P-25 trunked radio equipment.

Programming – The insertion of data into a radio to allow functionality on both conventional (non-trunked) and P-25 trunked channels operating in the UHF portion of spectrum and potentially compatible with the SIRN. This programming may also allow functionality in the other systems operating outside the SIRN.

Programming Security Agreement – Is a written agreement between a programmer and the SIEC defining the responsibilities of the programmer to maintain the security of the system key for all manufactures, and agreement regarding what is acceptable to be programmed in a radio belonging to their and other agencies. The agreement also defines what radios may be programmed by a programmer.

Proprietary Shared Systems - Communications systems that are not open architecture and used by two or more agencies.

Radio - Is any wireless communications device.

Radio Caches - A defined set of radios that is configured, stored, and available to support a response to an incident.

Radio Systems - An organized set of channels or talk groups that are used by an agency for communications.

Requesting Member - Is the agency or designee requesting assistance.

Responding Member - Is an agency or designee sending assistance.

Roaming – The ability to easily and seamlessly move through areas of operation, across county and regional boundaries with minimal physical interaction with a radio.

Seamless Roaming – The ability to move from area to area with a radio with little or no interaction required on the part of the operator.

Shared Channels - National, regional, or local channels that are identified and known as mutual aid or interoperability channels. An example is the NPSPAC set of channels. These channels must be used by two or more agencies in a State/Urban Area to be considered as an interoperability method in CASM.

SIEC – The Statewide Interoperability Executive Committee as defined and described by Governor Earl Ray Tomlin in Executive Order #2-11 and being a part of the governance structure of the Statewide Interoperable Radio Network.

SIEC Representative – This shall mean a person appointed by the Chairperson of the SIEC who is familiar with the policies, practices and procedures of the SIEC. The Chairperson of the SIEC may act in this capacity as they so desire.

SIRN – Is the Statewide Interoperable Radio Network. SIRN is primarily composed of an APCO P-25 compliant, trunked digital UHF radio system which utilizes the DHHR state microwave system for a portion of its connectivity. The term “the system” is inclusive of all site radios, base radios and subscriber units used on the SIRN.

Smartzone Software – A Motorola feature set that enhances roaming in a P-25 trunked infrastructure. This feature set enables Seamless Roaming between multiple zones in a multi-zone system.

Standards-based Shared Systems - Radio systems that are operating as P25 compliant and used by two or more agencies.

State/Urban Area - The region of interest it may be a county, a set of counties, or a state.

Subscriber Units – Mobile and handheld radios.

SWIC – The Statewide Interoperability Coordinator.

System Key – Software file or hardware device that enables a radio to be programmed to access the trunked Radio Frequency Infrastructure of the SIRN. The Key shall not be transferred to any individual or entity not authorized to provide programming services to SIRN radios.

Talk Group – The trunking equivalent of a channel or frequency.

Tiers of Operation - Designation of subscriber units according to their operational capabilities on the SIRN P-25 System.

Trunking System – A computer controlled communications system which allocates a communication channel for a call from a pool of allocated channels. At the end of the call, the channel is returned to the pool for reallocation for another call. A six channel site would be capable of 5 call channels while one channel serves as the controlling channel.

Zone – An area of a P-25 trunked system controlled by a Zone controller (switch).