

	Standard Operating Procedure		
	Title / Subject <p style="text-align: center;"><u>Agency Participation</u></p>	Effective Date <p style="text-align: center;">04/01/10</p>	Revision Date <p style="text-align: center;">04/24/2014</p>
	References		

Contents

1. Purpose:	1
2. Procedure:	1
3. Change of Radio Ownership:.....	2

1. Purpose:

The West Virginia Statewide Interoperable Executive Committee (SIEC) recognizes the need for emergency responders to communicate quickly and effectively. The Statewide Interoperable Radio Network (SIRN) provides a communications system that promotes interoperability among public safety agencies. One of the goals of the SIEC is to promote cooperation while providing guidance to those agencies who participate on the SIRN.

2. Procedure:

- 2.1 Any agency requesting to participate on the SIRN must complete and submit a SIRN Participation Application available from the Statewide Interoperability Coordinator (SWIC) or the website at <http://www.sirn.wv.gov>.
- 2.2 The application will be reviewed by the SWIC for accuracy and completeness. If the application is inaccurate or incomplete it will be returned to the submitting agency.
- 2.3 Completed applications will be reviewed and voted on at the next meeting of the SIEC.
 - A. If the application is approved, the agency will be notified of the approval and provided with a letter notifying them of their acceptance.
 - B. If an agency's request for participation is denied, based on the vote of the SIEC, that agency will be notified of the denial. The agency may request that the denial be reconsidered. The request for reconsideration will be submitted to the SIEC through the SWIC.
 1. The request for reconsideration shall be in letter format and must be submitted to the SWIC. The written request for reconsideration must specifically delineate and explain their position and grievance and provide a detailed explanation and

justification as to why the requested participation should be reconsidered.

2. The SWIC shall research the matter and shall obtain information relative to the request for reconsideration from the applicant and shall then report his findings back to the SIEC.
3. The request for reconsideration will be reviewed at the next scheduled meeting of the SIEC.
4. The applicant shall have the right to address the SIEC in relation to this matter and must notify the Chairperson of the SIEC, in writing, of their wish to do so at least five days prior to a regularly scheduled meeting of the SIEC.
5. The SIEC shall then reconsider the application and make a ruling in the matter based on all information collected, including technical and operational facts and issues essential to maintain the integrity of the system.
6. The SWIC shall notify the applicant in writing of the decision of the SIEC.
7. Failure to comply with and/or agree to any of the policies or procedures of the SIEC is not grounds for a request for reconsideration and cannot be appealed to any other level.
8. The decision of the SIEC shall be final.

2.4 When a County applies for participation on the SIRN it is recommended that they list all agencies participating within their jurisdiction. The counties will provide the SWIC with updates to the applications.

2.5 Federal or State agencies need to apply for participation on the system.

2.6 When an agency requests Mission Critical status, they are required to submit a completed [Mission Critical Application](#). The SIEC will review the Mission Critical Application and return written notice of the decision.

3. Change of Radio Ownership:

3.1 If a radio is traded-in, sold, transferred or removed from service the programmer shall send the appropriate information to the SIRN switch administrators.