

	<b>Standard Operating Procedure</b>		
	Title / Subject <b><u>Talkgroup – Radio Activation</u></b>	Effective Date 09/09/15	Revision Date -----
	<u>References/Updates:</u>		

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**1. Introduction:**

The Statewide Interoperability Executive Committee (SIEC) has determined the need to establish a standard procedure for the activation of radios and for the creation of talkgroups on the Statewide Interoperable Radio Network (SIRN). This SOP will outline the requirements for activating a radio on the SIRN and for requesting the creation of additional talkgroups.

**2. Purpose:**

This Standard Operating Procedure (SOP) is intended to establish a standard for talkgroup profiles, requesting an additional talkgroup, activating radios and requesting nonstandard profiles. This SOP will also establish the requirement for a jurisdictional point of contact (POC).

**3. Definitions:**

**Jurisdictional Point of Contact (POC)** – The person designated by a Federal Agency, the State or a County who is the primary point of contact between SIRN and the agency/state/county and is responsible for maintaining records of SIRN Radio ID’s and Talkgroups assigned to the agency/state/county. There may be alternative or backup POC’s as needed.

*Additional definitions and acronyms can be found on the SIRN website at <http://www.sirn.wv.gov>.*

#### 4. Scope:

The scope of this SOP includes any subscriber unit or talkgroup of the SIRN.

#### 5. Policy:

##### 5.1. Jurisdictional Point of Contact (POC)

5.1.1. 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.

- a. Each jurisdictional agency may appoint alternative or backup POCs as needed.
- b. Participating jurisdictional agencies shall submit the Name and Contact Information for their Jurisdictional POC in writing to the SWIC, who will share the information with the SIRN system administrators.

5.1.2. The Jurisdictional POC shall be responsible for keeping the following information for each radio their agency has active on the SIRN:

- a. Radio ID
- b. Radio Make
- c. Radio Model
- d. Radio Serial Number
- e. Radio Alias
- f. Issued Agency

##### 5.2. Standard Talkgroups

5.2.1. Each West Virginia County accepted as a participating entity will have the following talkgroups available on the system; known as a county "Standard Talkgroups":

- a. Dispatch Talkgroups - Law (Police), Fire, EMS
- b. Event Talkgroups – Event (1-4), Talk (1-2), Hail
- c. Local Government Talkgroups – EMA, Board of Education (1-4), Local Government, County Government and Health Department (1-2)
- d. Private Talkgroups – Law (Police), Fire, EMS, EMA, Task Force
- e. Secure Tactical Talkgroups – Secure Tac (1-2)
- f. Tactical Talkgroups – Police Tac (1-2), Tac (1-4), Task Force and Regroup (1-2)

5.2.2. State, Federal or non-typical agencies will have standard talkgroups assigned based on their needs and as approved by the SIEC when making application.

### 5.3. Site Profiles

5.3.1. Each user will have a basic site profile where their Standard or Additional Talkgroups are valid based on their needs.

5.3.2. County Talkgroups will normally be active on all sites within the county and one site outside the county as resources permit.

5.3.3. State, Federal or non-typical users will have their area of operation determined by the SIEC when making application.

5.3.4. Requests for talkgroups to be active on additional sites or under special circumstances will be reviewed by the SIEC for approval.

5.3.5. Emergency situations should be forwarded to the SWIC, who will discuss with SIRN technical staff for consideration of approval.

### 5.4. Additional Talkgroups

5.4.1. The jurisdictional POC may submit a request to the SIRN system administrator(s) for one private talkgroup for each participating agency under their jurisdictional umbrella as per Section 5.2.1 of this SOP.

5.4.2. The jurisdictional POC may submit a request to the SWIC for:

a. Additional talkgroups under their standard site profile that meet departmental or agency operational needs for Dispatch or Tactical Operations.

1. The SWIC may determine whether the talkgroup is appropriate or may refer to the SIEC for discussion and recommendation

5.4.3. No talkgroups will be added to the system for agencies that are not currently listed as participants, which can be confirmed under "Participation" on the SIRN website at

<http://www.sirn.wv.gov/information/participation/Pages/default.aspx>.

## 6. Procedures

### 6.1. Radio Activation

- 6.1.1. All request for radio activation on the system must include the following information:
  - a. Radio ID
  - b. Serial Number
  - c. Radio Make
  - d. Radio Model
  - e. Radio Alias (In none provided, Radio ID will be utilized.)
  - f. Issued Agency
- 6.1.2. Activation requests shall be made in writing to the SIRN system administrator(s), unless exigent circumstances exist.
- 6.1.3. All requests for activation of Radio IDs must be from a jurisdictional POC.
- 6.1.4. Only radios listed on the SIRN Approved Equipment List will be activated for operation on the SIRN.
  - a. An exception to this section shall be granted by the SIEC for radios submitted to the SIEC by manufacturers for evaluation by the SIEC's Technical Committee designee(s) for their approval of operation on the SIRN.
- 6.1.5. Radios shall not be activated for any agency that has not been approved by the SIEC as a participating agency.
- 6.1.6. Agencies may have a limited number of ID's active in the system for emergency or testing purposes.
  - a. Generally this is limited to a total of five ID's.
  - b. If more than five ID's are needed, a request shall be submitted to the SWIC in writing outlining the quantity needed and justification for the request.

6.2. Deactivation of Radio ID's

- 6.2.1. 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.
- 6.2.2. The Jurisdictional POC shall report such incidents to the SIRN system administrators so the Radio ID can be deactivated in the system.

- 6.2.3. Under an emergency situation where the radio is believed to be compromised, a Jurisdictional POC shall:
- a. Notify the SWIC and 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
  - b. The SIRN system administrators shall deactivate the radio remotely, as well as attempt to track to radio to see if it becomes active.