



Standard Operating Procedure

Title / Subject

Administration

References/Updates:

This policy combines all or part of the following policies; Participation, POC, Building Security, Subscriber Unit Programming, COML and Training

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1. Changes Made

a. Any changes to this policy will be noted here;

1.	Policy Consolidation	06/13/2017
2.	Added to Section 8, u (Vendor Demonstration Programming)	10/17/2017
3.	Updated Section 9 to include In-service Training for Recertification	11/14/2017

2. Introduction/Purpose

In an effort to make information easier to find and understand the SIEC has consolidated several previously released policies into fewer and more concise documents. This Administration Policy will give all details on how to participate with SIRN, agency requirements while using SIRN and other organizational requirements.

3. Definitions

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

4. Participation

- a. Approval of participation is not assumed or guaranteed, use of the SIRN is strictly prohibited until an agency has been approved or under certain emergency situations as defined by policy.
- b. Any agency requesting to participate on SIRN must complete and submit a Participation Application available from the SIRN Website.
 - i. The application shall be submitted to the SWIC, the email is provided on the Application.
 - ii. The SWIC will review the application, obtain clarifying details if necessary and ensure the application is complete and submitted by the correct party.
 - iii. Once the completed application is reviewed by the SWIC, they shall submit it to the SIEC Planning Committee for review at the next regularly scheduled meeting.
- c. The Planning Committee shall review the application and act upon the application as follows;
 - i. Accept the application by a committee vote and refer to the full SIEC for review or
 - ii. Refer the application to additional committees for review
 1. The application will be returned from the additional committees to the Planning Committee with the results of the review

- iii. Deny the application by a committee vote and refer back to the SWIC to notify the applicant
- d. The SWIC shall notify the applicant of the status of the application
- e. Should the application be denied, the applicant may resubmit the application once the reason for denial is resolved. The SWIC will work, as permitted by Policy, with the agency to help in resolving the issues.
 - i. This resubmittal shall follow the same process as the original application.
- f. Should applicant desire to address the SIEC or its Subcommittees to clarify the application or discuss any concerns, the applicant shall notify the SWIC of the request, the SWIC shall work with the appropriate Chairperson to schedule the address.
- g. The Chairperson of the SIEC or any Subcommittee or the SWIC may request the applicant or an official representative to appear in person to discuss the application.
- h. Updating applications, altering contact information and adding or deleting agencies should be done by submitting an application with the updated information following the same process as a new application.
- i. Failure to comply with Policies, Guidelines or Procedures will not be grounds for reconsideration of an application that is denied.
- j. Failure to comply with Policies, Guidelines or Procedures may be considered grounds for revocation of an application and removal of participation with the SIRN.
- k. Should an application be denied or revoked and the reason(s) cannot be resolved, the agency may file; in writing with the SWIC, a request for final reconsideration with the SIEC. All documents, justifications and other information must be submitted to the SWIC.
 - i. The SWIC shall review the information; assign it to the proper subcommittees for review and schedule a time for the applicant to meet with the SIEC or Subcommittees, prior to a vote to reconsider the application.
- l. The decision by the SIEC shall be final.
- m. Applications for Participation will only be accepted following these guidelines
 - i. County level applications
 - 1. The county 911 center or Emergency Management office, coordinating with the 911 center, will be the umbrella agency for all agencies within the county. This includes all Police Departments, Sheriff's Department, Fire Departments, EMS Agencies, Local and County Government, PSDs, BOE, Hospitals, Health Department and any other agency that falls within the county.
 - 2. Individual Local or County agencies may not apply individually, unless exigent circumstances are present. Any agency desiring to apply with exigent circumstances should contact the SWIC for assistance.
 - ii. State level applications
 - 1. State Agencies may apply at the Department or Division level. State agencies should not apply at the individual office, detachment or location level. For Example the State Police should apply as a single department, not applying from each separate detachment.
 - iii. Federal level applications
 - 1. Federal Agencies may apply at the agency level or by division/location level if there is sufficient separation within administration of the division/location.
- n. All agencies that are approved for participation must keep their umbrella agencies, contact information and other details up to date. Following the update process listed above.
 - i. Outdated information may be grounds for participation revocation.
- o. Umbrella Agencies are responsible for ensuring proper user training prior to use by agencies under their umbrella.
- p. An Umbrella Agency is the agency responsible for maintaining a list of all radio IDs, associated information and to approve programming for all agencies within their umbrella application.
 - i. Umbrella agencies are not necessarily the top agency in the standard Chain of Command; however they will be the coordinating agency for the SIRN participation.
 - ii. Multiple programmers can be used, following the requirements set forth in the Programming

policy section, however the Umbrella agency is responsible for the coordination of programming information.

- q. 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.
 - i. Each jurisdictional agency may appoint alternative or backup POCs as needed.
 - ii. The POC will serve as the only person that can request radio or talkgroup status changes.
 - iii. The POC will serve as the person responsible for granting permission for talkgroup use for their agencies.
 - iv. The POC information must be kept current with the SWIC.
 - v. The Jurisdictional POC shall be responsible for keeping the following information for each radio their agency has active on the SIRN:
 - 1. Radio ID
 - 2. Radio Make
 - 3. Radio Model
 - 4. Radio Serial Number
 - 5. Radio Alias
 - 6. Issued Agency
- Note: Additional duties and explanation of the above duties of the POC will be included in the Operations Policy.
- r. All POC information shall be sent to the RIC Chairperson for all Local and County Jurisdictions for review and submittal to the SWIC, all State and Federal jurisdictions shall provide the information directly to the SWIC.
 - i. The SWIC shall publish a list of POCs on the SIRN website and keep the list current as reasonably possible.

5. Multi-Jurisdiction Emergency Response Agencies

- a. Any agency that meets the definition and desires to participate on the SIRN may apply for participation following the standard application process instead of falling under a county umbrella.
- b. An agency approved under this Section will be placed under the appropriate State agency's umbrella for radio ID's and oversight.
- c. EMS, agencies under this policy have blanket permission for the following Talkgroups:
 - i. Region 1-8, Regional EMS, Regional Command, Regional TAC 1-10, Regional Talk 1 & 2 and Regional Hospital Talkgroups;
 - ii. All WV State Medical Command talkgroups and conventional channels, including HELO channels;
 - iii. All County 911 Center Talkgroups (Refer to the 911 Talkgroup Policy for proper operation);
 - iv. The Statewide SOS Channel;
 - v. National Interoperable Channels U-Call & U-Tac; and
 - vi. Boy Scout Talkgroups
- d. County level talkgroups or any other desired talkgroups may only be used with WRITTEN PERMISSION OF THE AGENCY/COUNTY POC. No assumed permission is granted. Refer to the policy section on shared talkgroup use for further details.
- e. The SIEC may restrict the area of operation, the use of certain talkgroups and the ability to use the SIRN for certain purposes.
- f. The primary use of the SIRN is for emergency response and coordination; therefore no entity shall use the SIRN for financial profit unless granted specific approval by the SIEC.
- g. Non-governmental agencies shall not have private talkgroups activated for use on the SIRN unless otherwise authorized by the SIEC.
- h. The SIEC will determine the permitted talkgroups for agencies as outlined in the Talkgroup Use section.
- i. Agencies must follow all SOP's. Any failure to operate within the policies or misuse of the SIRN may result in the revocation of the agency's permission to participate on the SIRN and/or the deactivation of their radios on the SIRN. **THIS CAN BE DONE WITHOUT WARNING FOR SERIOUS VIOLATIONS!**

- j. An agency that meets the criteria for this section may agree with a specific county for inclusion under their umbrella. The agency will be treated as any other county agency under the umbrella.

6. SIRN Site Security

- a. Physical site access
 - i. Each site shall be kept locked in a manner that would prevent unauthorized access, including but not limited to locks on all fences, gates and buildings.
 - ii. Only authorized persons may have access to the site per this guideline or by emergency permission given by the SWIC, SIRN Tech, RIC Chairman or the Director of DHSEM.
- b. Physical building access
 - i. Each building shall be kept locked in a manner that would prevent unauthorized access, including but not limited to deadbolt style locks on all doors.
 - ii. Access to the buildings shall be restricted to necessary and authorized persons to perform maintenance, installation or other officially approved work.
- c. Building Use
 - i. Buildings containing SIRN equipment should be restricted to Public Safety and/or Government Use Only unless otherwise approved by the building owner and the SIEC.
 - ii. Terms and Conditions of any collocation agreement will set forth access and responsibilities for access.
- d. Vendor Access
 - i. Any vendor requesting access to any site or building must have on file with the SWIC an acceptable background check.
 - 1. Should anyone receiving Unfavorable Results on their background check wish to have their status reconsidered that person may submit in writing the request, explanations and other supporting documents to the SWIC for review and presentation to the SIEC for final review.
 - ii. The SWIC shall prepare and maintain a list of approved persons that have successfully passed a background check.
 - iii. All persons of a "Work Crew" must meet this requirement, not just a single person.
 - iv. Keys shall be granted to vendors only for the timeframe to complete the work agreed upon and once the requirements of this guideline are met.
 - v. Vendors shall not be assigned keys
 - vi. Records shall be kept by key holders as to which vendor, name of person, time, date and work to be performed by anyone granted keys.
 - vii. No key shall be copied by a vendor.
 - viii. Keys shall not be kept overnight by vendors.
 - ix. Violation of these provisions will result in permanent removal from the approved site access list.
 - x. The copying of or loss of an issued key may result in the vendor being responsible for replacement key(s) and/or rekeying of the site locks.
 - xi. Governmental Employees shall be exempt from this section should their employment require access to sites and/or buildings and the employer requires background checks meeting the requirements of this policy.
 - xii. For vendors that operate in multiple counties only a single background check is needed, not one for each county.
- e. Reporting Access
 - i. All entry to sites and/or buildings shall be reported before such entry and upon exit to a location determined by the SIEC.
 - ii. This location shall be available 24 hours per day, 7 days per week.
 - iii. This location shall keep records of access reports.
 - iv. This location shall check the status of crews on site periodically to ensure safety of the workers as deemed necessary.

1. When reporting access to a site, the call center should note if the person or crew will need checked on and work out the particular times and methods for checks.
- v. The contact method to report entry/exit.
 1. SIRN Radio using the RADIO TECH 1 Talkgroup (See the Talkgroup use section for use requirements), or
 2. Telephone 1-866-767-2346 (Primary), 304-558-5380 (Secondary)
- f. All background checks, rechecks and companies used for checks must follow the current CJIS policy.
 - i. Any questions regarding the acceptance of a background check should be forwarded to the SWIC.
- g. The SIEC may, for special circumstances, grant an exemption to certain parts of this procedure.
 - i. To apply for an exemption, a request must be made in writing to the SWIC, giving in-depth details of the reason for the exemption.
- h. On sites with multiple buildings, towers, etc. this policy shall only apply to facilities that affect the SIRN.
- i. Persons delivering fuel, mowing grass or other activities that does not involve entering the building, opening the enclosures on any generator or building or performing any work on towers shall not have to have a background check.
- j. If an entity has a site access policy that exceeds the provisions of this document, that agency may operate under the more strict guidelines.
- k. The SWIC, RIC Chairperson or SIRN Tech may, in an emergency situation, grant supervised access to sites.

7. Radio Equipment Requirements

- a. No equipment shall be programmed for use with the SIRN that is not listed on the SIRN Approved Equipment List (SAEL), as set forth by the SIEC.
- b. The SAEL shall be based on criteria to establish minimum operating standards and not based on a specific manufacturer(s).
- c. The SWIC shall publish an updated SAEL on the SIRN website as soon as reasonably possible after changes have been made.
- d. No radio activations, unless approved by the SIEC Technical Committee for official testing, shall be made for equipment not approved.
- e. **Per FCC Licensing, mobile unit output power is limited to 40 watts.** Radios may not transmit more than 40 watts when using the SIRN system.
- f. The approved radios will be broken down in the following format utilizing 4 Levels
 - i. Level 1; Radios in this section shall meet or exceed ALL of the below criteria;
 1. All criteria of the Required Functions (Listed Below)
 2. Capable of AES Encryption with Multi-Key
 3. At Least 1000 Channels
 4. Capable of Mixing Conventional and Trunking in the Same Zone
 5. Capable of Scanning Conventional and Trunking in the Same List
 6. Capable of TDMA (Phase 2) Operation
 - ii. Level 2; Radios in this section shall meet or exceed ALL of the below criteria;
 1. All criteria of the Required Functions (Listed Below)
 2. Capable of AES Encryption with Multi-Key
 3. 512 or More Channels
 4. Capable of Mixing Conventional and Trunking in the Same Zone
 5. Capable of Scanning Conventional and Trunking in the Same List
 - iii. Level 3; Radios in this section will meet 1 or more of the below criteria
 1. All criteria of the Required Functions (Listed Below)
 2. NOT Capable of AES Encryption with Multi-Key
 3. LESS than 512 Channels
 4. NOT Capable of Mixing Conventional and Trunking in the Same Zone
 5. NOT Capable of Scanning Conventional and Trunking in the Same List

- iv. Level 4; Special Note: These radios are Special Condition Radios, Caution Should Be Taken before purchasing these radios. Please read the notes and understand the limitations before purchasing.
- g. Site equipment (such as new sites or related equipment) will be evaluated on a case by case basis. Parties interested in purchasing a new site shall contact the SWIC to begin the process.
- h. Testing of radio equipment (new or currently approved equipment) or testing of parameter changes shall only be conducted with prior approval of the SIEC Technical Committee.
- i. No vendor shall conduct radio testing of parameters or equipment that is not approved by the SIEC Technical Committee.
- j. In order for radio equipment to be properly categorized and accepted for use on the system the following testing process has been established
 - i. A vendor shall submit a request to the SWIC to have a device tested; the SWIC will assign the initial testing of the device to the most appropriate person. All equipment submissions must include the radio and accessories needed to operate the unit, programming software and cables if requested and any needed technical support needed to program and test the radios.
 - ii. The SIEC will test the radios to demonstrate proper operation and notify the vendor of any issues and make reasonable attempts to resolve minor issues.
 - iii. After acceptance, the SIEC Technical Committee will determine the appropriate Level of Acceptance and suggest to the SIEC the Approval of the equipment.
 - iv. After SIEC approval of the radios it will be added to the SAEL. If not approved, the reason(s) will be conveyed to the vendor who has the opportunity to correct the issues and resubmit for testing.
 - v. All equipment, software and other accessories must be made available for testing for no less than 90 days.
 - vi. All equipment must be tested for no less than 30 days and will only be approved at a regularly scheduled meeting of the SIEC.
 - vii. Vendors knowingly selling equipment that is not approved will be reported to the appropriate officials for investigation. The SIEC reserves the right to remove Manufacturers from the AEL that has vendors routinely selling equipment not meeting the specifications for use on SIRN.
 - viii. The SIEC will only test and approve radios based on the data available from the vendors and the configuration of the radio sent for testing. Please submit properly equipped radios and proper documentation with the radios for testing.
 - ix. The SAEL and testing process is based on properly equipped radios. Due to different options available from various manufacturers please ensure the radio is properly configured for operation.
- k. In order to establish proper operation with the existing system and user equipment the following criteria has been established
 - i. Required – All equipment must meet these criteria for approval. If at any time the equipment is found to not meet these requirements it will be immediately removed. (Listed Alphabetical)
 1. Adjustable time-out timer – Must be able to programmer enter values from 30 seconds to 120 seconds.
 2. Busy Channel – The radio must alert the user that they are attempting a PTT on a busy channel; the radio must give audible warning to the user as long as the PTT button is pressed.
 3. Busy Queuing and Call Back – The radio will notify the end user (Both Visual and Audible) that the system is busy and when a talk channel is available the radio will notify the user they can now transmit.
 4. Capable of operation at least from 400-470 MHz – Wider operation is acceptable, this is due to the SIRN implementing sites in the 400-410 range.
 5. Conventional Radio Resource – Must be able to populate the radio with conventional channels as well as trunking.

6. Dynamic Regroup capability – Must be able to dedicate a channel and place that channel in a zone/group on any channel spot.
 7. Full Spectrum Control Channel Scan – Must automatically search for available control channels.
 8. Multi-Zone Roaming – The radio must allow operation on a multizone controlled system
 9. Out of Range Indication – The radio must alert the user (visually and audible) that the radio is out of system range. Audible and/or visual indication should be selectable by the programmer.
 10. Radio inhibit capability – The radio must be able to be rendered nonoperational by the system administrators
 11. Return to affiliation after conventional channel activity – The radio must be able to be changed from conventional to trunking and reaffiliate without any user interaction other than channel changes.
 12. Return to affiliation after Out of Range – The radio must return to system operation after it has gone out of system range without user interaction.
 13. Site Trunking Notification – The radio must give the programmer the option to set audible, visual or both alerts to the user when the radio senses a Site Trunking situation.
 14. Site Trunking Roaming to Wide Area Sites – The radio shall, without user interaction, search for and roam to wide area sites, if available, when a Site Trunking situation is indicated.
 15. Software System Keys – Radios that require a Hardware System Key Only will not be accepted.
 16. Talkgroup Call – The radio must be able to transmit and receive on the programmed talkgroups
- ii. Optional Features – These features will be tested if present and the results noted, but they are not required for approval. Users should check with the vendor to ensure the radio they are purchasing has the Optional Features they desire.
1. Ability to software program a radio for single site operation
 2. Ability to mute all or select Alert Tones
 3. Call Alert (Encode and Decode), Both Trunking and Conventional
 4. Emergency Alarm (Encode and Decode)
 5. Operator Programmable Scan List
 6. Operator Programmable Zone List
 7. P-25 CAI Operation
 8. PTT Unit ID/Alias Display
 9. RSSI Indication
 10. Secure Operation (Other than AES) & Multi-key Operation
- I. Requirements of Manufacturers – The following are general requirements of the manufacturer for their radios to be considered for the Approved Equipment List. This policy section will become effective January 1, 2018.
- i. Firmware updates
 1. The manufacturer must provide field installable firmware as needed to address functional issues with the radio, this must be provided free of charge and may not require the use of an external USB/Key type device.
 2. The manufacturer must provide an online portal for firmware downloading, as updates are released.
 - ii. Software updates
 1. The manufacturer must provide field upgradable software as needed to keep software updated to the current version
 2. The manufacturer must provide an online portal for software downloading, as updates are released. Registration and login requirements are acceptable

- iii. A reasonable fee for software licensing is acceptable, software must be provided at no cost for testing purposes of equipment.

Note: Most radio manufactures have options when ordering equipment, the tested and approved equipment should be reviewed and the purchaser should ensure that a radio is properly configured before purchasing. Proper Make and Model numbers do not always indicate proper configuration.

8. Radio Programming Requirements

- a. Programming shall be performed only by persons who have completed the proper application process, received positive results on the criminal history inquiry and completed the required training.
- b. Once acceptable results on the background check are received and the applicant has received or is currently involved in an approved programmer training program, the system key for appropriate radio types shall be provided to the programmer for their use.
- c. Programmers are responsible for the system key issued to them and are not permitted to allow use of it by anyone other than the designated programmer.
- d. Unauthorized use of the system key may result in the revocation of said key and programming privileges.
- e. Programming may be performed by a person more technically competent than the registered programmer, but must be done under the direct supervision of the registered programmer. Given the programmer actually doing the programming is listed as an approved programmer.
- f. In an emergency situation, authorization for programming radios may be verbally granted if such request is made by an authorized administrator or person normally involved in radio programming of said agency requesting the programming and to a person that is an authorized programmer for another jurisdiction.
 - i. Verbal authorization shall be followed up in writing.
- g. **If there is any doubt as to the authorization, no programming should be performed.**
- h. **Under no circumstance is authority to program to be assumed.**
- i. The SIEC, the SWIC or the County Agency Point of Contact may request a copy of any code plug from any programmer at any time for auditing purposes. It is the individual programmer's responsibility to make the requested code plug available for auditing within 48 hours, unless a reasonable circumstance prevents this timeframe.
 - i. Failure to provide the requested codeplug within the timeframe will result in the programmer's ability to program being revoked until the SIEC can determine the period of revocation.
- j. Persons wanting to apply to become an approved radio programmer shall follow the following process outline
 - i. Obtain a Programmers Application form from the SIRN website.
 - ii. Submit completed form to the SWIC at the mailing or e-mail address on the application.
 - iii. The SWIC shall submit the applicant's information to the West Virginia State Police for a criminal records inquiry, who will return the results to the SWIC. The SWIC will notify the applicant of the results of the background check. Upon favorable results the applicant may proceed with the process, if unfavorable results are returned the application will be voided and the applicant notified.
 - iv. The applicant cannot attend training until the background results are returned as favorable.
 - v. Programmer must obtain training on any radio make and model group they desire to program.
- k. SIRN Programmers must meet background requirements, in general any Felony Conviction and/or any property crime involving theft in the previous 10 years or any crime involving tampering with public safety communications will prohibit a person from being approved as a programmer. However all applications and background checks will be reviewed by the SWIC and appropriate Committee members before a final decision is rendered.
 - Note: Applicants that wish to provide a letter of explanation for criminal history can submit such letter with their application.
- l. The programmer training shall be conducted by an approved instructor, as approved by the SIEC.
- m. The SWIC will publish a list of approved Programmers and Programmer Instructors.
- n. All programmer training must contain SIRN specific training. Vendor training for radios is not acceptable

as it does not instruct SIRN specific methods.

- o. After the completion of the training program, the applicant shall submit the Training Certification to the SWIC for approval, following the submission information on the Training Certification Form.
 - i. It will not be the responsibility of the Instructor of the class to submit the paperwork, unless specifically noted in the class.
- p. No training may occur until the application process is complete
 - i. Persons applying for the first time, or that are expired and applying must make application at least 14 days prior to the training class they desire to take. Persons failing to do so may not be permitted to attend the class.
 - 1. Waivers for this requirement can be granted on a limited, case-by-case basis at the discretion of the SWIC and the Instructor. Waivers are not guaranteed and will only be granted for exigent circumstances.
- q. Once the SWIC has received the appropriate applications and certification, the SWIC will notify the applicant of their programming status.
- r. **Programming status should not be assumed.**
- s. The SWIC shall publish a list on the SIRN website of persons approved to program SIRN equipment, as well as their programmer certification expiration date.
- t. After the background check and training are completed, and the applicant receives confirmation from the SWIC that their basic requirements have been met; the programmer shall sign a Programmer Security Agreement with an agency, county or other entity to program their equipment.
 - i. This agreement must be sent to the SWIC and approved prior to programming equipment for an entity, except under the emergency exception clause in this document.
 - ii. Termination of the Programmer Security Agreement will not void the programmer's certification, assuming all other guidelines are met.
- u. Vendors utilizing the demonstration talkgroups and radio ID's provided for in the Operations Policy are not exempt from programmer training and may utilize the best option of the following;
 - i. Any approved programmer for SIRN may program the equipment, assuming they follow all other policies.
 - ii. Vendors may configure the radio and send a copy of the codeplug or archive file to the SWIC for review, the SWIC will forward it to the best person to review the programming prior to approval.
 - 1. Note this review will only focus on ensuring the radio will not harm the system, the SIEC will not be responsible for programming vendor demonstration equipment.

9. Programmer Training

- a. The SIEC shall determine a list of make/model based programming classifications based on similarities of software and programming methods. This list will consist of the radios listed on the SIRN Approved Equipment List.
- b. Programmers may only program the radio make/model(s) they have been approved to program
- c. Special permission to test equipment and programming must be provided by the SIEC.
- d. Upon approval of a new radio make or model to the system; the SIEC will determine if the radio will be added to an existing programming classification or if a new classification shall be created.
- e. Programmer Trainers will be determined by the SIEC and be specific to radio make, model (or model groups) and the list will be posted on the SIRN Website for reference.
- f. Only those persons on the list and teaching models of radios they have been approved to teach will be accepted for meeting the requirement for training, without approval of the SIEC.
- g. Each approved programmer shall recertify according to this Section in order to maintain approval to program equipment.
 - i. The programmer must complete the required in-service training and apply for recertification, prior to the expiration date of their programming approval.
 - ii. Certification shall be valid for two years from the certification or recertification date.
 - iii. Renewals will be valid for no more than 2 years.
 - iv. Each programmer shall be responsible for submitting a renewal application to the SWIC

1. The application is available on the SIRN website, and submittal information is on the application.
2. Once the application is reviewed and approved, the SWIC will notify the programmer of their status.
3. The renewal application must have the approval of the County Point of Contact or State or Federal Agency Head, as appropriate, indicating the person is an active programmer for their agency.
4. Programmers for multiple counties/agencies may use one application for renewal, but must have signatures from each county/agency.
- v. Recertification for programmers that have attended the required entry level programmer class must meet one of the following criteria;
 1. Attend an entry level programmer training class for the make and model classification they are approved to program.
 2. Attend an approved in-service training session or advanced programming session for the classification of radio they are approved to program.
- vi. In-Service training or advanced programming session;
 1. Shall be approved by the SIEC to qualify as recertification training.
 2. Must provide basic updates to software versions, firmware versions and any setting changes that have been released in the past 2 years.
 3. Sessions should provide advanced training. Suggested topics could include: advanced codeplug development, firmware updates, encryption, special signaling and/or paging, radio channel layout, codeplug review, subscriber management and advanced features and functions. All topics are not required in each class as applicable.
 4. Sessions may combine models within a Manufacturers platform, even if they are separate classifications for initial certifications. Examples would be combined Motorola XTL/XTS & APX or Kenwood 10 & 20 Series into one session, as long as sufficient time is dedicated to each model to meet the requirements SIEC Policies.
 5. Each session should be a minimum of 8 hours.
 6. Persons attending these sessions must be Approved SIRN Programmers. These update/advanced sessions are not intended nor approved for initial programmer training.
- h. All Programmer Trainers must be approved by the SIEC, the following process and criteria has been established to apply to become a Programmer Trainer
 - vii. All applicants must have been an approved SIRN programmer for at least 2 consecutive years or as approved by the SIEC Technical Committee, in the make/model group they wish to instruct
 - viii. Demonstrate proficiency in programming the make/model of equipment they are requesting to program
 - ix. Those meeting these requirements may complete an application located on the SIRN Website
 - x. After provisional approval the applicant must complete instruction of one full class of each make/model category they wish to instruct with the oversight of an existing programming trainer and receive a positive recommendation from the instructor
 - xi. The SIEC Technical Committee will make the final decision on programming trainers and may request additional information to make their decision.
- i. All training material used to instruct programming classes must be approved by the SIEC.
- j. In order to maintain the approval to instruct programming classes the instructor must teach or assist in teaching at least one full class per year.
 - xii. Trainers shall receive credit for recertification for each make/model category class they instruct to count toward their recertification training.
- k. Under special circumstances as determined by the SWIC, programmers that meet the following criteria may submit a current codeplug and signed renewal application to the SIEC Technical Committee for review in order to recertify.

- xiii. Programmers that are physically outside of West Virginia and that program for their agency.
- xiv. Certain mutual aid agencies from outside of West Virginia
- xv. Other special circumstances as approved by the SIEC.

10. Personal Subscriber Unit Authorization

- a. Personal subscriber units may be authorized for operation on the SIRN provided the owner of the subscriber unit completes and signs the Personal Subscriber Unit Authorization form, located on the SIRN website.
- b. Personally owned subscriber units shall be subject to all Standard Operating Procedures of the SIEC and SIRN.
- c. The individual owning the personally owned subscriber unit shall acknowledge:
 - i. The radio they own and wish to be operational on the SIRN is on the SIRN Approved Equipment List;
 - ii. They understand their radio will be programmed using their sponsoring agency's talkgroups and allocated block of radio ID numbers;
 - iii. If the owner no longer is affiliated with the sponsoring agency, or if they sponsoring agency retracts permission, their radio will be deactivated;
 - iv. The owner understands if they trade-in, sell, transfer or remove from service their personally owned radio that they will have all SIRN programming removed and the radio ID reset to 1 and report the change of status to their primary POC.
 - v. The owner understands if the radio is lost or stolen, the owner will notify their sponsoring agency immediately to have the radio deactivated from the SIRN as per SOP
 - vi. The owner understands any cost associated with the personally owned radio is their responsibility and their agency will provide no financial assistance with any function, repair or maintenance of the radio.
- d. Any person that has a Personally Owned Unit and intentionally violates any SIRN SOP, is found with violating programming, or fails to notify the appropriate POC of a status change, may be permanently prohibited from using a Personally Owned Unit on the SIRN.
 - i. Violations of this section shall be investigated by the SWIC, the SIEC, the appropriate RIC Chairperson or appropriate Subcommittee and results reported to the full SIEC for a final ruling by vote.

11. Training

- a. All end users must receive proper training on the use and operation of the SIRN and their equipment; it is the Umbrella Agency or Application Agency to provide this training. The SIEC has formal training available, while not required; it is recommended that formal training be conducted by an approved instructor.
- b. Special Training Programs
 - i. Should an agency desire to host sponsored training or have a special training session, they can contact the SWIC who will coordinate with the Training Committee and approved instructors to fill the need.
- c. Established Training Programs
 - i. Specialized Communications Training, such as the FEMA All Hazards Type III Communications Unit Leader (COML), Technician (COMT), Auxiliary Communications (AUXCOMM) and the West Virginia Specific Communications Unit Leader (WV-COML) courses
 - 1. Federal Level Courses
 - a. Any person that intends to certify as a COML, COMT or AUXCOMM, based off the Federal Level Classes must successfully complete the appropriate course, all mandatory prerequisites, and fulfill all other requirements for said course.
 - b. All Task Books, as published by FEMA, will be reviewed for completeness and certification will be based on the following terms in order to receive the final evaluator's signature at the SIEC level:
 - i. The position-specific task book should be used to document all

- completed tasks of the applicant.
- ii. All tasks must be completed within a two (2) year period of course completion.
 - iii. For the purpose of certification, previous or current incidents or exercises will qualify as task book demonstrations which comprise a list of practical, hands on experience or skills that must be demonstrated.
 - iv. Individuals may include experience within the previous 12 months preceding their task book submission to the state in order to meet the task book requirements.
 - v. To receive credit for previous events, the individual must submit an after action report or incident/exercise documents showing direct participation in a communications role as well as documentation of tasks completed in the task book.
 - vi. If such documentation is not available, the individual can have their agency head submit a letter of authorization and support for the previously demonstrated tasks performed by the individual.
 - vii. To ensure quality control of the documentation process associated with this training program, the SIEC Training and Education Committee along with the SWIC will review the Task Book and make a recommendation to the SIEC as to the approval or denial for certification of the applicant.
 - viii. The SWIC will notify the applicant of the SIEC's approval or denial of their application, or if additional information is needed to clarify any deficiencies in their application.

2. State Level Courses

- a. To be approved and acknowledged as a West Virginia COML, individuals must complete and fulfill all requirements for the West Virginia Specific COML course;
 - i. Complete the classroom portion of the WV-COML course with a passing score on all practical and written assessments of at least 80%. Retests will be permitted at the discretion of the instructor and after a material review.
 - ii. Complete the field operations portion of the certification process,
 - iii. Participate in a Communications Leader roll in one event at the local/regional level and one event as a multijurisdictional or statewide event.
 - iv. Complete the Field Work Application including the following documents:
 - v. Certification forms for the above events signed by the Incident Commander, SIRN POC for the primary jurisdiction of the incident/event and the Regional Interoperability Committee (RIC) Chairperson or Vice Chairperson. The individuals signing the event certification will verify your roll in the event.
 - vi. Submit the two event Certifications, ICS-205s, ICS-217As and a description of each event to the appropriate RIC for a review and vote to recommend certification to the SIEC. The description of the events should be limited to one page and include at a minimum Incident Name, Date/Time, Location, Incident Type, Incident Commander and contact information, description of the event, your actions specific to being a COML and three positive outcomes and three negative outcomes of communications.
 - vii. Once approved at the RIC level, the SIEC Training, Education and Exercise Committee will review applicant's WV-COML packet and make a recommendation to the SIEC for Certification. The RIC and/or SIEC may

request additional information or an in person presentation before making a decision on the application.

- viii. All documents must be submitted to the RIC for consideration within a 1-year period after completing the classroom portion of the training.
- ix. All training classes for the WV-COML must be preapproved by the SIEC Training Committee in order to obtain certification.

3. Certification

- a. COML Certifications are valid for a period of 5-years.
- b. To recertify as a COML, individuals must submit a renewal application along with event verifications for at least three events they have performed COML duties at within the certification period.

4. Instructor Requirements

a. Federal Courses

- i. In order to instruct any of the Federal Level courses, the instructor must be registered with FEMA or DHS/OEC as a certified course instructor.

b. State Courses

- i. In order for individuals to be recognized and approved by the WV SIEC as instructors for West Virginia state specific courses, they must:
 - 1. Have completed and maintain a current certification for the state specific related course, they intend to instruct. A recommendation by an approved instructor to the Training Committee would be required to proceed in the instruction approval process.
 - 2. Demonstrate advanced knowledge in both the subject matter for the appropriate course as well as having extensive knowledge of the operations of the WV Statewide Interoperable Radio Network (SIRN).
 - 3. Teach portions of the appropriate WV specific course under supervision of an instructor as approved by the SIEC for the specific course, and receive a positive recommendation by the instructor.
- ii. A list of persons certified under this policy will be kept by the SWIC and published on the SIRN website for reference.