



# Standard Operating Procedure

Title / Subject

## Personal Subscriber Units

References/Updates:  
Updated: 11/14/2023

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#### 1. Introduction/Purpose

This policy is pertinent to the addition of personally owned subscriber units to be added to SIRN for use by participating public safety agencies. Coordination with existing POC's is a requirement of this policy.

#### 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).

#### 3. 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.