



Standard Operating Procedure

Title / Subject

Programmer Training

References/Updates:

Approved: 3/7/2022

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1. Introduction/Purpose

This policy is pertinent on how to become a Programmer for the SIRN System. This policy also describes how to become a Programming Instructor and the requirements that are expected from both Programmers and Instructors.

2. Definitions

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

3. 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. Programmer students must take classes that are conducted by a Programming Instructor listed on the “Approved SIRN Programmer Instructor” list and meet all of the SIEC training requirements. 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 prior to the expiration date of their programming approval.
 - ii. Certification shall be valid for four (4) years from the certification or recertification date.
 - iii. 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.
 - iv. In-Service training or advanced programming session;
 1. Shall be approved by the SIEC to qualify as recertification training.
 2. Suggested topics could include: Identifying current software versions, firmware versions and any setting changes that have been released in the past 4 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 4 hours.
 6. Persons attending these sessions must be Approved SIRM Programmers. These update/advanced sessions are not intended nor approved for initial programmer training.
- g. All Programming Instructors must be approved by the SIEC. The following process and criteria have been established to become a Programmer Trainer
 - i. All Programming Instructors must have been an approved SIRM programmer for at least 2 consecutive years or as approved by the SIEC Technical Committee, in the make/model group they wish to instruct
 - ii. Demonstrate proficiency in programming the make/model of equipment they are requesting to program
 - iii. After provisional approval the Programmer Instructor must complete instruction of one full class of each make/model category they wish to instruct with the oversight of an existing programming instructor and receive a positive recommendation from that instructor.
 - iv. The SIEC Technical Committee will make the final decision on programming trainers and may request additional information to make their decision.
 - h. All training material used to instruct programming classes must be approved by the SIEC.
 - i. In order to maintain the approval to instruct programming classes the instructor must teach or assist in teaching at least one full class every four years.
 - i. Trainers shall receive credit for recertification for each make/model category class they instruct to count toward their recertification training.
 - ii. Trainers shall also receive credit for recertification for each make/model programming class that they attend.
 - j. Under special circumstances as determined by the SWIC, programmers that meet the following criteria may submit a current code plug to the SIEC Technical Committee for review in order to recertify.
 - i. Programmers that are physically outside of West Virginia and that program for their agency.
 - ii. Certain mutual aid agencies from outside of West Virginia
 - iii. Other special circumstances as approved by the SIEC.
 - k. Any software and hardware needed to perform these duties are the responsibility of the Programmer.