



# Standard Operating Procedure

Title / Subject

## LMR & Microwave Site Licensing

References/Updates:

Updated: 12/112023

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#### 1. Introduction/Purpose

This policy is to give guidance on SIRN RF licensing. This version supersedes previous versions established prior to SIRN being codified by the Legislature in State Code 15-14. Note that the type of license referred to in this document are not software or feature licenses or entitlements related to the use of the Astro platform or any other software product.

#### 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. RF Licensing

The West Virginia Statewide Interoperable Radio Network operates a Microwave Radio Network and a UHF Land Mobile Radio Network. The SIRN system has grown from a collaboration of many sources and partnerships since its inception. As such many agencies have contributed to the growth of the system to include the use of frequencies. Following the codification of SIRN, and SIRN existing as a component of the Codified agency Division of Emergency Management, consistent licensing is needed across the microwave radio and LMR spectrum.

- a. The following licensing coordination configuration will be applied to all SIRN FCC licenses and applied to all following licensing efforts for SIRN.
  - a. All MW and LMR licenses will be consolidated under the existing SIRN FRN of 0001982453.
  - b. All MW and LMR licenses will be listed with the codified agency applicant name WV DIVISION OF EMERGENCY MANAGEMENT.
  - c. All MW and LMR licenses will be listed with an email address of [sirn.license@wv.gov](mailto:sirn.license@wv.gov).
  - d. All MW and LMR licenses will be directed to a point of contact name of License Coordinator.

- e. No person or individual's e-mail address will be identified on any current or future FCC licensing. It is vital that licensing and communications from the FCC continue uninterrupted as personnel come and go from a position and the use of the generic address and position listed above are vital components of the FCC interaction.

**4. Agency Licensing - Current**

Agencies who have applied for licenses for use on SORN shall have an MOU between the licensee agency and the State for use of that license. Part of the MOU between the agency and the State shall include the option that the State shall be afforded the opportunity to have the license transferred to the State if the agency desires to abandon further efforts to maintain the license.

**5. Agency Licensing - Future**

Agencies who desire to purchase and RF site and in the purchase process get site licenses granted, those should be applied for and granted to the FRN 0001982453 and licensed to the WV DIVISION OF EMERGENCY MANAGEMENT.