Document Section	**2 – Management of System**	**Status**: SIEC Sub Committee Approval Date: 6/28/2021
State Standard Number	**2.12.0**	
Standard Title	**Lost or Decommissioned Radio Notification**	
Date Established	**3/15/2021**	**SIEC Approval**:
Replaces Document Dated	**NA**	
Date Revised/Reviewed	**NA**	Date: 6/28/2021

1. Purpose or Objective

This Standard establishes the policy to ensure the System's operational integrity and security by providing users with a procedure for reporting missing, lost or stolen radios.

2. Technical Background

- **Capabilities**

The SIRN platform provides the ability to remotely deactivate, wipe and render inoperable a wireless device or radio through the system's "Selective Inhibit" feature. A system administrator may also configure a specific radio to for "Dynamic Regrouping" or "Regroup and Lock" it to restrict its ability to operate on a specific talkgroup. These features enable administrators to track or effectively "zeroize" a compromised device.

- **Constraints**

In order to ensure this action is taken on a target radio specifically identified to be compromised, it is important that the correct Radio ID (device identifier) is determined.

3. Operational Context

SIRN devices are mission critical devices designed for public safety use and contain substantial protected system information. Loss or theft of a device, or its misuse by unauthorized or illicit users can compromise the integrity of the system as well as the agency's operations.

4. Recommended Protocol/ Standard

Lost, missing or stolen radios MUST be *promptly* reported to the SIRN Statewide System Administrator.

Local Agency Administrators shall immediately notify the SIRN Statewide System Administrator, in writing, if a radio is lost or stolen. In reporting the incident, the Local Agency Administrator must include *the serial number and Radio ID of the device*.

Local and Systemwide Administrator will coordinate and may elect to
- Dynamically regroup the radio to work on only a specific talkgroup,
- Temporarily deactivate the Radio ID (for reactivation when and if located)
- Selectively Inhibit the radio to render it completely inoperable

Note that the target radio must be turned on, registered and affiliated with the radio system for the actions to be processed. If the target radio is not active, the requested action is placed into passive mode and initiated when the target radio attempts to affiliate with the SIRN.

A lost, or stolen radio cannot be replaced, nor will a new Radio ID be issued, until the proper notification process is completed.

5. Recommended Procedure

Local Agency Administrators seeking to inhibit or regroup a radio shall submit the Lost Radio Inhibit Request Form immediately to the SIRN Statewide System Administrator.

If immediate action (device inhibition) is required, after completing and submitting the form, the Local Agency Administrator can contact the NDIT Customer Service via 701.328.4470 / 877.328.4470.

For any lost or stolen equipment, the agency or user is required to obtain and submit a police report to the respective jurisdiction's law enforcement agency no later than two (2) working days after the loss.

Lost and stolen radio information will be passed on to other user agencies and local radio shops in case the radio is located or turned in.

6. Management

The SIRN Statewide System Administrator is responsible for managing compliance to this Standard.