



Statewide Interoperability Radio Network (SIRN) Standards, Protocols, Procedures



Document Section	3 – Configuration and Allocation	Status: SIEC Subcommittee Approval: 6/28/2021 SIEC Approval: 6/28/2021
State Standard Number	3.2.1	
Standard Title	Radio ID or Radio Alias Change Request	
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1. Purpose or Objective

The Standard establishes procedures for requesting and implementing changes to Radio ID quantities and Radio Aliases that streamlines the management and accuracy of the SIRN user databases. This Standard is intended to secure the integrity of the SIRN User Database.

2. Technical Background

- **Capabilities**

Each SIRN radio requires a *unique and exclusive* Radio ID and Alias to access the network. These identifiers are initially assigned and activated by the Statewide Administrator per SIRN Standard 3.5.0 SIRN Radio ID and Talkgroup Allocation. Changes to Radio IDs or aliases require Core Network and database updates by Administrators and, therefore, need to be properly documented and reported.

- **Constraints**

Agencies are not permitted to reassign Radio IDs to new devices without notifying the SIRN Statewide System Administrator, nor can they duplicate a Radio ID across multiple devices.

3. Operational Context

Radio ID and Alias modifications fall under the overall SIRN Change Management framework, which will be overseen by the SIRN Statewide System Administrator. With thousands of radios operating on SIRN, managing the user database requires established procedure, meticulous implementation, and routine audits to ensure the database is maintained accurately.

Accurate Radio Alias records ensure users can be correctly identified by dispatch centers and other members of the group call. Conversely, improper and unapproved use of radio IDs may have adverse effects on the end user experience.

4. Recommended Protocol/ Standard

Each SIRN User Agency is assigned a fixed number of Radio IDs and corresponding Aliases upon initial on-boarding.

No two radios may be assigned the same Radio ID.

Changes to radio ID quantities and radio ID aliases shall follow these standards.





Statewide Interoperability Radio Network (SIRN) Standards, Protocols, Procedures



Requesting Radio IDs

- SIRN User Agencies must complete and submit the SIRN Radio ID and Alias Change Request Form to the SIRN Statewide System Administrator to request any changes (increases or decreases) to their assigned set of Radio IDs.
- Requests for additional Radio IDs beyond those initially assigned are subject to SIEC approval
- For urgent Radio ID assignments needs (as may be required to support an incoming mutual aid partner, for instance), User Agencies shall contact the Statewide System Administrator directly to obtain additional IDs on a temporary basis.

Requesting Radio Alias Changes

- SIRN User Agencies must comply with the SIRN Radio ID naming convention (See SIRN Standard 3.2.0 SIRN Radio Aliases)
- SIRN User Agencies must complete and submit the SIRN Radio ID and Alias Change Request Form to the Statewide System Administrator to request changes to Radio Aliases. Examples include radios being repurposed for different uses.

Reassigning Radio IDs

- Agencies may reassign or transfer Radio IDs from a device which is being *permanently retired* to its replacement device. Such transfers do not require approval.
- However, for record keeping purposes, such transfers must be reported to the Statewide System Administrator. Report may use the SIRN Radio ID and Alias Change Request Form and must include serial number, radio model, radio ID, and template type.
- If the legacy device is assigned to a different user, a new Radio ID will be required. (Recall, no two radios can have the same ID).

Note: Radio IDs for *lost radios* cannot be repurposed for replacement radios. Agencies have to follow the new Radio ID request process herein.

5. Recommended Procedure

Radios shall not be issued and placed into service prior to the Statewide System Administrator's approval of the Radio ID and Alias Change Form.

6. Management

The Statewide System Administrator will maintain the SIRN User Database and enforce compliance to the procedure in this Standard.

It is recommended that all Local Administrators complete a bi-annual self-audit of their agencies' radio ID



Statewide Interoperability Radio Network (SIRN) Standards, Protocols, Procedures



and alias allocations.

All Subsystem Administrators found to be in violation of this standard will be held accountable for their actions in accordance with ND SIRN Standards.