



# Statewide Interoperability Radio Network (SIRN)

## Standards, Protocols, Procedures



Document Section	<b>3 – Configuration and Allocation</b>	<b>Status:</b> <b>SIEC Sub</b> <b>Committee</b> <b>Approval:</b> 02/27/2023  <b>SIEC Approval:</b>  02/27/2023
State Standard Number	<b>3.3.1</b>	
Standard Title	<b>Talkgroup Change Process</b>	
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### **1. Purpose or Objective**

The Standard establishes procedures for requesting and implementing changed to talkgroup ID quantities and other talkgroup attributes in compliance to system policies.

### **2. Technical Background**

- **Capabilities**

Agencies or users conduct agency-specific communications over groups calls or *talkgroups*. Each talkgroup is configured with various technical parameters to meet the operational needs of the user agency while assigning the system’s resources efficiently.

- **Constraints**

Several policies govern talkgroup configuration. Improper and uncoordinated changes to talkgroups and associated parameters can impact system capacity and negatively affect interoperability across system users.

### **3. Operational Context**

Each agency is assigned talkgroups according to its operational needs and in proportion to its user base. The SIRN Statewide Administrator maintains the SIRN Fleetmap database which documents all system talkgroups and their attributes.

To align with their evolving needs, agencies may require talkgroup changes, including an increase in the number of their assigned talkgroups, modification to the talkgroup’s roaming capabilities, or, simply, renaming a talkgroup.

Agencies requesting such changes shall follow this Standard to ensure changes are properly coordinated and are evaluated for compliance with the system’s policies.

### **4. Protocol/Standard**

Upon initial on-boarding, each agency is allocated a certain number of talkgroups with specific corresponding attributes. Due to the potential for broader impact to other users and system capacity, talkgroup changes beyond the originally assigned talkgroups (including adding talkgroups or modifying





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technical parameters) will be subject to:

- Review and acceptance by the agency's serving PSAP
- Technical evaluations and recommendations by the SIRN Statewide System Administrator
- Case-by-case review and approval by the SIEC
- Close coordination across potentially impacted users

### **5. Procedure**

Local administrators seeking to make changes to talkgroups within the agency they represent shall follow these procedures:

#### **Requesting Additional Talkgroup IDs or Talkgroup Changes or Talkgroup Alias Changes**

- Agencies seeking talkgroup changes including the addition of talkgroups or modification of technical parameters must complete and submit the SIRN Talkgroup and Alias Change Request Form to the SIRN Statewide System Administrator
- Talkgroup Alias must comply to the SIRN Talkgroup naming convention.
- Submission must include a detailed and reasonable justification for the requested change.
- Prior to submission to the SIRN Statewide System Administrator, requests for additional talkgroups must undergo the following review stages to ensure proper local and regional coordination of talkgroups changes before State consideration:
  - A. **PSAP Review**: Talkgroup changes must obtain approval from the agency's serving PSAP in conjunction with the Statewide System Administrator. This step applies to all talkgroup changes including those which are not monitored at the PSAP.
  - B. **Local and Regional Coordination**: Changes to an agency's talkgroup(s) may impact interoperability with other neighboring or regional agencies. Therefore, it is essential that agencies seeking talkgroup changes evaluate the local and regional impact and coordinate their desired changes with their common mutual aid partners. In particular, agencies must carefully consider regionally-shared talkgroups, i.e., those talkgroups other agencies have been authorized to use (per the SIRN Standard 1.5.0 SIRN – Use of Shared Talkgroups). Changes to those talkgroups could require regional agencies to reprogram radio and to update their Letters of Authorization.
    - Agencies may leverage the support of their CRIB Administrators in coordinating and addressing the regional impact.

Once reviewed, coordinated and approved by the PSAP and regional partners, the Statewide System Administrator's review will primarily include impact to network resources and system capacity.

Talkgroups shall not be issued and placed into service prior to the approval of the Talkgroup ID and Alias Change form.

Upon approval, the SIRN Statewide System Administrator must update all pertinent fleetmap information and notify or coordinate with other effected agencies or the talkgroup changes.



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Dispatch consoles may also have to be updated to reflect the talkgroup changes. PSAP Managers seeking to do so must follow the steps defined in SIRN Standard 2.15.0 Dispatch Console Hardware Profile Change Management.

Statewide System Administrator will additionally evaluate talkgroups for usage. If a talkgroup has not been used for over one year, the individual agency talkgroup owner will be notified and the talkgroup may be tagged for deactivation.

### **6. Management**

The SIRN Statewide System Administrator will maintain the SIRN Fleetmap information 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' fleetmap information.