

APPENDIX B –STANDARDS TEMPLATE

METRO REGION 800 MHz Trunked Regional Public Safety Radio System Standards, Protocols, Procedures

Document Section:	3-Interoperability Guidelines	Radio TOC Approval – Signature:
Sub-Section:	METRO [# of Talk Group]	Date: 5/24/01
Procedure Title:	[NAME of Talk Group]	
Date Established:	1/11/01	
Replaces Document Dated:	5/21/01	MESB Approval - Signature:
Date Revised:	5/24/01	

1. Purpose or Objective

What is the purpose or intended use of the Talk Group(s)?

2. Operational Background:

▪ **Capabilities**

▪ **Constraints**

3. Operational Context:

In general terms describe the circumstances in which the talk group would be used:

- ✓ For day to day coordination?
- ✓ For urgent or emergency mutual aid situations?
- ✓ For task teams?
- ✓ Other?

4. Recommended Protocol/ Standard:

Fill in the appropriate box:

Talk Group requirements:

- Highly Recommended for _____ (Example, use “paint” tool)
- Recommended for _____
- Optional for _____
- May not be used by: _____

Is the site required at a dispatch position? Whose?

What should the site be named?

Will there be Multi Groups/ announcement?

Is the site logged/ recorded?

Is the logger audio from the 800 talk group side or the conventional side or both?

Who controls/manages the site in day to day operations?

Who controls the site during an event or emergency?

What provisions are there for the talk group to be available at sites for scanning by other regional 800 radios?

Which agencies staff should be allowed use the site (e.g.. should Fire have MINSEF or Law enforce. have statewide fire mutual aid talk group)?

5. Recommended Procedure:

On what site is initial contact made for mutual aid events for police, fire, public service?

Who does the transmitter steering?

How can we prevent steering away from an active event?

Who monitors the site?

When someone calls, who will respond?

Is this site hard patched to a 800 talk group?

If the site is a VHF-UHF cross patched site, how will it be accessed?

How will users be transferred, whether hard wired vs. dynamic patching?

Under what circumstances would the use of a hard patched site be appropriate?

When should traffic be moved to or from hard patched sites?

Which dispatcher at which location will set up a dynamic patch, steering a talk group to a VHF radio site?

How will this be done so that all users/dispatchers know of the move?

6. Management

Is there a committee that oversees the site that needs to be involved?

How would requests for changes to the policy be addressed?

How is contention for the site controlled?

What is the licensing process for mobiles and portables on the interop channels?

For agencies using the site, who writes the individual agency standard operating procedures?

Who trains the individual agency dispatchers and radio users on any new procedures?

Who arbitrates disputes?