Iowa Statewide Interoperable Communications System (ISICS)
Standards, Protocols, Procedures

Standard Name:	**Database Management**		Date Created:		**12-14-2017**	
Standard Policy #	**2.6.0**	**Standard Title:**	**Management of System**		Status	**Completed**
Approval Authority:	**ISICSB**		Adopted:	**02/08/2018**	Reviewed:	**02/08/2018**

1. Purpose or Objective

The purpose of this standard is to define the responsibilities for managing the system database by the ISICS System Administrator or designee.

The database contains objects for the system and subsystems defining the operational characteristics "personality" such as but not limited to:

- Subscriber radios
- Talk groups and multi-groups
- Profiles for radio users and talk groups
- Storm plans
- System and subsystem equipment operational parameters
- Security group structures
- Login user accounts and privileges

2. Technical Background

Capabilities

The system and subsystems contain a central database; however, the management of the database can be distributed among the agencies/staff responsible for the various aspects of the data in the database.

Constraints

The database contains the operational personality of the entire system. Because of this critical function, the data must be properly managed for system functionality and archived in case of data loss or corruption.

3. Operational Context

The system database will be partitioned to facilitate the distributed management of the data contained in the database; each Subsystem Administrator shall manage the portions of the above-listed data they are responsible for. Subsystem Administrators may, at their discretion, make mutual arrangements with other Subsystem Administrators for the management of their data.

Individual agencies will be responsible for maintaining and archiving their own radio codeplug data as defined by the agency's internal procedures.

The ISICS System Administrator, at a minimum of every other week, will back up the system database. Additional backups may be requested by Subsystem Administrators if large volumes of data have been entered or changed.

Multiple revisions of backups will be dated and kept in a rotating stock so a restore would be possible from an earlier backup if the need arises. Multiple database backups will be made and kept on-site at the backup location. Database backups will also be kept off-site in the event of a building disaster.

Database restores will only be done by the ISICS System Administrator and only in the event of one of the following: system software reloading and version changes, system database corruption, or as defined in the "Disaster Recovery" section of the ISICS Standards Manual.

Database restores may also be performed where there is a need, in a non-critical condition, if there is a reasonable consensus from the appropriate Subsystem Administrator(s).

ISICS System Administrators and Subsystem Administrators shall notify other Subsystem Administrators of any database issues they encounter that may adversely impact them.

4. Recommended Protocol/ Standard

This will be an ongoing task in the operation and management of the system.

5. Recommended Procedure

The methods for performing detailed database management are defined in the technical resource manuals and training for the system. The technical resource manuals are classified as "Security Information" and "General Non-Public Data", pursuant to Iowa Code section 22.7(50) and Iowa Administrative Code 661-80.13(22)

Details on procedures not otherwise defined are at the discretion of the ISICSB and will be recommended by the Operations Committee who will define the flow and input of information by other committees.

6. Management

The ISICS System and Subsystem Administrators are responsible for managing and maintaining their agency's data attributes. The ISICS System Administrator shall be responsible for the statewide portion of the network.