



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

Standard Name:	Requesting Access and Participation		Date Created:	03/27/2018	
Standard Policy #	2.8.0	Section Title:	Management of System Plan	Status	Approved
Approval Authority:	ISICSB		Adopted:	1/10/19	Reviewed: 1/10/19

1. Purpose or Objective

The purpose of this standard is to establish the procedure for an eligible entity to apply for participation in the Iowa Statewide Interoperable Communications System (ISICS) and for a participant to request changes to their participation plan.

2. Technical Background

The following definitions apply to this standard:

- “Requesting entity” means an entity that wishes to gain access to the ISICS platform for voice communication purposes. Entities that are not eligible ISICS participants may not apply for access. Each entity solely applies for itself unless accompanying authorization documentation from sub applicants is submitted with the application.
- “Level 1 users” means interoperability use only.
- “Level 2 users” means local operational use with no enhancements.
- “Level 3 users” means local operational use with additional channel capacity.
- “Level 4 users” means local operational use with additional channel capacity and local coverage enhancements.

3. Operational Context

Since changes to ISICS may affect other participants, the addition of new participants must be reviewed for possible performance or cost impacts to some or all users of the system prior to implementation. The access plan provides the information needed to evaluate system impacts of

taking on the new participant and ensures that new users will have sufficient training and procedures in place to properly use the shared system and interoperate with other users.

Similarly, whenever existing participants change the nature of their use of the system, those changes need to be documented in a participation plan amendment and evaluated for system impacts prior to implementing those changes.

Only those issues that affect the operation of ISICS are governed by this ISICS Standard. Changes that affect only local resources may be managed at the local or regional level.

The ISICS platform is designed with a certain amount of capacity in anticipation of the addition of future participants joining the system. However, if a participation plan requires the addition of new ISICS resources or triggers a major technical change, the technical change management procedures of Change Management Standard may also apply.

4. Recommended Protocol/ Standard

All participants accessing the ISICS platform must have a current, approved access plan or be included in the approved access plan of another entity.

5. Recommended Procedure

A. Plan Contents

- a. When an entity elects to become a participant, it shall submit a Letter of Intent (LOI), Memorandum of Agreement (MOA) and Participation Plan to ISICSB.

B. Interoperability Participation

- a. When an entity elects to become an Interoperability Participant, Participation Plans should contain the following information:
 - i. The type and quantity of equipment
 - ii. Whether the agency has Public Safety Answering Point (PSAP) equipment capable of accessing ISICS
 - iii. A narrative description of the entity's intended use
 - iv. A list of public safety agencies that the entity would anticipate communicating with over ISICS
- b. The requesting entity may be granted access to these talkgroups:
 - i. Statewide interoperability talkgroups
 - ii. Regional interoperability talkgroups
 - iii. Statewide system patches to Legacy communication systems
 - iv. Other talkgroups whose owners have granted permission to the requesting entity

C. Plan Review

- a. The User Group Committee (UGC) may determine whether the requesting entity's plan is consistent with regional and statewide plans. The UGC may resolve inconsistencies by seeking adjustments to the requesting entity's proposal. The UGC may not recommend the approval of plans where there is an inconsistency between regional and statewide plans

and the requesting entity's plan. Once the requesting entity's plan is found to be consistent with regional and statewide plans, the UGC may recommend approval and submit it for approval to ISICSB.

- b. ISICSB will review the requesting entity's plan to ensure these requirements are met:
 - i. The plan accurately reflects any impacts on ISICS that would result from its implementation.
 - ii. The plan is consistent with the capacity and operational constraints of the ISICS platform.
 - iii. The plan is consistent with the currently adopted plan and standards of the ISICSB.
- c. If ISICSB determines that the requirements are met, they may approve the applicant for access to ISICS.
- d. If ISICSB determines that the requesting entity's plan does not meet these requirements, they shall communicate their objection of the plan to the requesting entity. The requesting entity may then revise and resubmit their plan. The UGC shall review the plan and load assessment and make a recommendation to the ISICSB, who shall have final authority over acceptance of the plan. Appeals of UGC decisions may be brought to ISICSB.
- e. The requesting entity gains access to the system when their request for participation is approved and the entity has received a welcome letter from ISICSB.

D. Participation Plan Amendments

- a. All participation updates shall be initiated by the user agency submitting an updated Applicant Participation Plan (APP). The updated APP shall be submitted to the System Administrator, User Group Committee (UGC) Chair and Statewide Interoperability Coordinator. The points of contact are listed on the bottom of the APP.
 - 1. Updated applications that change user levels shall go through the application process.
 - 2. Updated applications that add more than 25 subscriber units shall go through the application process.
 - 3. Update applications that add more than two (2) talkgroups shall go through the application process.
 - 4. Updated applications for Level 4 users are responsible for ensuring that they have capacity for the number of subscriber units and/or talkgroups added and can bypass the process.
 - 5. Updated applications that add up to 25 subscriber units shall be reviewed by the UGC Chair and System Administrator. Final approval may be granted by the ISICSB Chair/Vice Chair. This modification is capped to two (2) updates before the UGC process shall be done again.
 - 6. Updated applications that add up to two (2) talkgroups shall be reviewed by the UGC Chair and System Administrator. Final approval may be granted by the ISICSB Chair/Vice Chair. This modification is capped to two (2) updates before the UGC process shall be done again.

6. Management

The User Group Committee Chair in coordination with the System Administrator will be responsible for ensuring compliance and use of these resources.