



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

Standard Name:	Requesting Participation by Non- Public Safety/Non-Public Service Organizations		Date Created:	04-17-2018	
Standard Policy #	2.9.0	Standard Title:	Management of System	Status	Approved
Approval Authority:	ISICSB		Adopted:	05-10-2018	Reviewed: 05-10-2018

1. Purpose or Objective

The purpose of this standard is to establish a policy that will provide for non-public safety/non-public service organizations not specifically addressed in other ISICS standards, which in an emergency or under contract, require cooperation and coordination with public safety users, to be included as “Authorized Users” of the statewide 700 MHz trunked digital public safety radio system for communications services.

2. Technical Background

Capabilities

The system has robust support for many users and use cases, allowing non-public safety/non-public service organizations to use the system without negatively impacting primary first responders.

Constraints

- There are finite resources available on the system available to users; for example, site channel capacity or Radio User IDs or Talkgroup IDs.
- As the quantity of non-public safety/non-public services organizations on the system increases, the system has limited resources available for additional first responder users.
- Non-public safety/non-public service organizations introduce unique management, training, and funding challenges.

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3. Operational Context

This standard provides a methodology for the User Group Committee (UGC) to make recommendations to the ISICS Board (ISICSB) in determining priorities for participation requests of non-public safety/non-public service organizations to join the ISICS system. Examples include, but are not limited to, railroads, utilities, pipelines, refineries, hazmat response contractors, vehicle recovery contractors, towing companies, commercial aviation, educational institutions, technicians etc.

Certain types of these entities work directly with public safety in emergency situations involving imminent safety to life or property. These organizations must be authorized and sponsored by a police, fire, or public safety entity.

The UGC reserves the right to review any application and make recommendations for approval or denial to ISICSB.

4. Recommended Protocol/ Standard

Agencies using ISICS may allow radios to be used by certain non-public safety/non-public service organizations with which the licensee requires cooperation and coordination during an emergency. This is allowed through Section 90.421 of the FCC rules.

Non-public safety/non-public service organizations not addressed specifically in other ISICS Standards which are sponsored by a user of the system may apply under either or both of the following categories:

1. Emergency coordination with other authorized users during an emergency event which is under incident command of a public safety entity.
2. Coordination among other authorized users in the performance of official governmental activities of the sponsoring agency.

Prohibited use includes internal day-to-day, administrative, and non-emergency communications, except where otherwise approved by the ISICSB.

All requests shall be reviewed by the UGC. However, any requests for new groups or individuals as defined in this standard will also be reviewed by the Steering Committee, and other committees as deemed appropriate, before submission for approval by the ISICSB.

Nothing in this Standard shall be construed so as to prohibit a user from temporarily issuing radios to non-public safety/non-public service entities as necessary in an emergency to protect life and property. Any such use shall be approved by an incident commander, Communications Unit Leader, or COML, or a Communications Unit Leader in Training, or COML-(T), and be included in an Incident Communications Plan (ICP). Such use exceeding 72 hours shall be reported to an Executive Member of the ISICSB.

For non-users of the ISICS Platform who would need temporary access in an emergency to protect life and property. Any such use shall be approved by an incident commander, Communications Unit Leader, or COML, or a Communications Unit Leader in Training, or COML-(T), and be included in an Incident Communications Plan (ICP). Such use exceeding 72 hours shall be reported to an Executive Member of the ISICSB.

The UGC reserves the right to review any application and make recommendations for revocation of access to ISICSB.

5. Recommended Procedure

Any proposed non-public safety/non-public service organization must provide a completed, sponsored participation plan and a letter of support by a sponsoring agency. (See sample Sponsored Agency Plant template after this standard.)

Required information includes the following criteria:

Criteria 1 – Background Information

- Organization(s) requesting access
- Reason for request / proposed uses
- Number of users and radios proposed, if applicable
- Deployment time requirements
- Training plan
- Fleetmap

Criteria 2 – Value of Participant Being on ISICS

- Business need and justification for immediate interoperability with public safety responders
- Basis and justification for the quantity of resources requested
- Area of impact (critically: e.g., emergency search and rescue, food, shelter, mental health services, clean-up, utility service storage)
- Whether the support is duplicative of that provided by another entity (e.g. whether there is overlap with the requestor's service with others already on the system; if so: the identity, location, and service area for the incumbent entity)
- Level of coordination needed with other entities
- Risk or impact of not providing resources for your service
- Risk or impact of providing fewer resources than requested.

Criteria 3 – Sponsorship (long-term support)

- Sponsor Name
- Sponsor's commitment:
 - Budget support: (e.g., none, initial, ongoing, initial and ongoing)
 - Training support: (e.g., none, initial, initial and ongoing)
 - Monitoring and enforcement of those resources for appropriate usage
 - Letter from sponsor with roles and responsibilities assumed

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Criteria 4 – Technical Consideration

- Resources required (e.g., quantity of Radio user or Talkgroup IDs, existing talkgroups required, etc.)
- Anticipated traffic load, if applicable
- Capacity for additional users in the area, if applicable

6. Management

The Sponsoring Agency will be responsible for monitoring the use of resources involved in coordination with the System Administrator.

The Iowa Statewide Interoperable Communications System Board (ISICSB) will be responsible for maintaining this standard and a roster of the agencies that are a participant under this standard.

SAMPLE SPONSORED AGENCY PLAN
(Refer to Standard 1.10.2 for Full Requirements)

Whereas, _____ Sponsoring Entity is a member of the _____ Iowa Statewide Interoperable Communications System (ISICS).

Whereas, the _____, as the governing body of _____ Sponsoring Entity has or will enter into a Sponsored Participation Plan with the ISICSB and the State of Iowa, permitting the operation of ISICS radio equipment by non-public safety/non-public service organizations within the County.

Whereas, a Sponsored Participation Plan must be approved by the Sponsoring Entity and submitted to the _____ Iowa Statewide Interoperable Communications System Board (ISICSB) User Group Committee for approval.

Now, therefore, the _____, as the governing body of _____ Sponsoring Entity approves the following Sponsored Participation Plan applicable to the use of ISICS radios by non-public safety/non-public service organizations.

Any non-public safety/non-public service organization must provide a completed, sponsored participation plan and a letter of support by a sponsoring agency stating their roles and responsibilities. Required information includes the following 4 Criteria:

Criteria 1 – Background Information

- Organization(s) requesting access
- Reason for request / proposed uses
- Number of users and radios proposed, if applicable
- Deployment time requirements
- Training plan
- Fleetmap

Criteria 2 – Value of Participant Being on ISICS

- Business need and justification for immediate interoperability with public safety responders
- Basis and justification for the quantity of resources requested
- Area of impact (critically: e.g., emergency search and rescue, food, shelter, emotional, clean-up, utility service storage)
- Whether the support is duplicative of that provided by another entity (e.g. whether there is overlap with the requestor's service with others already on the system; if so: the identity, location, and service area for the incumbent entity)
- Level of coordination needed with other entities
- Risk or impact of not providing resources for your service
- Risk or impact of providing fewer resources than requested.

Criteria 3 – Sponsorship (long-term support)

- Sponsor Name
- Sponsor’s commitment:
 - Budget support: (e.g., none, initial, ongoing, initial and ongoing)
 - Training support: (e.g., none, initial, initial and ongoing)
 - Monitoring and enforcement of those resources for appropriate usage
 - Letter from sponsor with roles and responsibilities assumed

Criteria 4 – Technical Consideration

- Resources required (e.g., quantity of Radio user or Talkgroup IDs, existing talkgroups required, etc.)
- Anticipated traffic load, if applicable
- Capacity for additional users in the area, if applicable

Sponsor

The following person is designated as the Sponsoring entity’s contact for any issues related to operation and maintenance of ISICS subscriber equipment:

- (Name and title)
- (Telephone number)
- (Email address)

The Sponsoring Entity’s request that upon qualification, in accordance with ISICS Standard 1.10.2, any Iowa Statewide Interoperable Communications System, etc., Standards and requirements of the ISICSB, the non-public safety/non-public service organization’s contracted vendor will be provided with the system key and subscriber programming orientation necessary to allow the non-public safety/non-public service organization’s contracted vendor to program and maintain ISICS subscriber radios.

Approved and adopted by the Sponsoring Entity on _____ of _____, 20XX.

