



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

Standard Name:	Equipment Configuration Information		Date Created:	2/1/2019	
Standard Policy #	4.7.0	Section Title:	Maintenance	Status	Complete
Approval Authority:	ISICSB		Adopted:	3/14/2019	Reviewed: 3/14/2019

1. Purpose or Objective

The purpose of this standard is to outline the procedure for documenting the system and secure distribution of system configuration information among the System Administrator and technical support staff.

This also classifies equipment configuration as “Security Information” and “General Non-Public Data,” pursuant to Iowa Code 22.7(50).

2. Technical Background

Capabilities

Current configuration documentation of equipment hardware, firmware, circuit routes, and software will greatly facilitate:

- Troubleshooting of system and equipment problems.
- Reloading of a configuration into a piece of equipment that has just been replaced or has had its configuration corrupted or lost.
- Allowing staff to support equipment they have not been directly involved with, even if they are familiar with the model of the equipment but not the current configuration.
- Planning simplified configuration upgrades and changes by knowing the current configuration.
- Overall maintenance at a higher level for system users.

Constraints

Equipment configuration information should be made available to support staff that has a need for the information; it shall not be released to the general public.

Equipment Configuration Information
State Standard 4.7.0
ISICSB Approval: 3/14/2019

It will require staff time to maintain current configuration documentation, distribute the information, and maintain backup archives.

Subsystem administrators are responsible for ensuring proper practices are in place and in practice to ensure their subsystem equipment is properly maintained, documented and backed up. See the guidance sheet in Appendix A: *Guidance for Subsystem Administrators* of this standard.

3. Operational Context

System and Subsystem:

System equipment providers will provide infrastructure as-built equipment configuration documentation as part of the system documentation. After the acceptance of the system or subsystem, it shall become the “Owning” agency’s responsibility to maintain the equipment configuration information and to keep the information current.

Statewide System Administrator Responsibilities:

The Statewide System Administrator shall be responsible for ensuring the accuracy of all as-built data related to the infrastructure equipment. Any changes or alterations that come to the knowledge of the System Administrator will be immediately forwarded to the Subsystem administrators affected. The Statewide System Administrator is responsible for entry into the records. The Statewide System Administrator may then distribute the updated information to the other Subsystem Administrators upon request.

4. Recommended Protocol/ Standard

Secure electronic and redundant storage resources for the system equipment configuration information is highly recommended. These resources should be accessible by the System Administrator or designee.

5. Recommended Procedure

Equipment vendors will provide as-built equipment configuration documentation as part of the system documentation.

The System Administrator will be responsible for managing the configuration information, including:

- Maintaining current soft copies of the information and protecting the data from loss.
- Updating the configuration information as changes are made within the system.
- Informing the responsible Subsystem Administrators of configuration issues and errors.

The disclosure of the equipment configuration information and other related system information would substantially jeopardize the security of the system against tampering, sabotage, unauthorized use, jamming, hacking, unauthorized access to the contents of confidential voice,

and data communications, etc. Therefore, the system configuration information shall be classified as “Security Information” and “Non-Public Data” under Iowa Code 22.7(50).

6. Management

The Subsystem Administrators are responsible for maintaining and keeping their equipment configuration information current as outlined in Appendix A: *Guidance for Subsystem Administrators*. The System Administrator is responsible for maintaining and keeping the state’s equipment configuration information current.

Appendix A: Guidance for Subsystem Administrators

1. Purpose or Objective

The purpose of this appendix is to provide guidance for documenting any subsystem and secure distribution of system configuration information among the System Administrator and technical support staff. It is formatted to resemble other ISICS Standards.

It is recommended to classify equipment configuration as “Security Information” and “General Non-Public Data,” pursuant to Iowa Code 22.7(50).

2. Technical Background

The purpose of this appendix is to provide guidance for documenting any subsystem and secure distribution of system configuration information among the System Administrator and technical support staff. It is formatted to resemble other ISICS Standards.

Capabilities

The benefits of documentation are outlined in the main body of the preceding standard.

Constraints

The constraints of documentation are outlined in the main body of the preceding standard.

3. Operational Context

System and Subsystem:

System equipment providers will provide infrastructure as-built equipment configuration documentation as part of the system documentation. After the acceptance of the system or subsystem, it shall become the “Owning” agency’s responsibility to maintain the equipment configuration information and to keep the information current.

Subsystem Administrator Responsibilities:

Current copies of all as-built equipment local subsystem configuration documentation will be maintained by the Subsystem Administrators.

The Subsystem Administrators will be responsible for maintaining configuration information of the system and subsystem equipment they are responsible for.

Any changes or alterations that come to the knowledge of a Subsystem Administrator will be immediately forwarded to the Statewide System Administrator for entry into the records. The Subsystem Administrator may then distribute the updated information to the other Subsystem Administrators upon request.

Console:

Subsystem administrators are responsible for backing up their console configuration files. The backups should be done on a regular periodic basis. Subsystem Administrators can perform additional backups if large volumes of changes have been made. The archived copies shall be stored by the Subsystem Administrators.

The Subsystem Administrators will be responsible for maintaining the configuration information of the console equipment they are responsible for.

Portables and Mobiles:

It shall be the individual subscribing agency/contracted provider's responsibility to manage their mobile and portable radio fleet information, including such details as radio manufacturer, model, firmware, and flashcode.

4. Recommended Protocol/ Standard

Secure electronic and redundant storage resources for the system equipment configuration information is highly recommended. These resources should be accessible by the Subsystem Administrator or designee.

5. Recommended Procedure

The Subsystem Administrators will be responsible for managing their configuration information, including:

- Maintaining current soft copies of the information and protecting the data from loss.
- Updating the configuration information as changes are made within the system.
- Informing the responsible System or Subsystem Administrators of configuration issues and errors.

6. Management

The preceding standard outlines the management responsibilities for Subsystem Administrators and the System Administrator.