



MISSOURI DEPARTMENT OF PUBLIC SAFETY
MISSOURI INTEROPERABILITY CENTER

Policy Title: Level One Member Agency Policy

Version: 2.0

Issued: January 2014

Revised: January 2020

Purpose and Scope:

To define the requirements to attain and maintain Level 1 member agency status on the Missouri Statewide Interoperability Network (MOSWIN).

Standard:

This standard defines the criteria and requirements for Level 1 agencies.

Definition: Level 1 - Daily Use / Dispatch

Level 1 member agencies are defined as those member agencies who utilize MOSWIN as their primary communications platform in support of internal agency communications such as day-to-day operations/dispatch.

Process:

Agencies seeking Level 1 access to MOSWIN must submit the following:

Complete all MOSWIN member agency documents for review and approval.

[Member Agency Agreement](#)

Letter of Intent - marked Level 1 with proposed "cut-over" date ([Form MO 812-I0002](#)) Add a Radio ([Form MO 812-I0006](#))

Talkgroup Request ([Form MO 812-I0008](#))

Non-Owned Talkgroup Request (if applicable) ([Form MO 812-I0007](#)) [Radio](#)

[Programming Security Agreement](#)

DPS may request additional information and/or engage in further discussion with agencies seeking Level 1 membership

Upon completion and approval of Member agency documents the agency must:

- Complete MOSWIN member agency training prior to cut-over
 - A majority of the agency staff members who will be operating a MOSWIN radio as part of their duties must attend; this should include at minimum 1 dispatcher and 1 operational supervisor from your dispatching staff/agency. The Member Agency assumes the responsibility for training their remaining staff.
- Submit agency fleetmap
- Confirm mobile radios are installed/programmed and operational in all of the agency's fleet vehicles.
- Confirm portable solution is in place.
- Submit agency codeplug (console, mobile, portable example)
- Demonstrate the ability to dispatch internal talkgroups for day-to-day operations.*•
- Provide a contingency plan for MOSWIN maintenance outages
- "Cut-over" on approved scheduled date
- Develop agency specific policy, standard operating procedures, on-going training and exercise consistent with MOSWIN System Administration policy and SOP.

* *Interoperable Talkgroup Procedures Policy prohibits the use of the MOSWIN assigned PSPAP control stations for dispatching day-to-day internal operations. Daily use will not be allowed on channels established for interoperability or itinerant use.*

- *MOSWIN Member Agency Agreement states emergencies should only be cleared by the agency whose personnel declared the emergency, unless they have a written agreement in place for another agency to acknowledge and clear their emergency activations.*

Controls and Measures:

MOSWIN System Administration will review system talkgroup activity data to confirm Level 1 member agency is conducting internal day-to-day operations on internal talkgroups.

Responsibility/Assignment:

The department head of an agency requesting Level 1 member agency status is responsible for notifying MOSWIN System Administration with the agency's proposed cut-over date prior to cut-over. The department head of any Level 1 member agency must notify MOSWIN System Administration with any proposed change in agency level of use on MOSWIN.