



Policy Title: New Talkgroup Request or Change of Existing Talkgroup

Version: 1.6

Issued: August 2012

Revised: July 2016

Required Outcome(s):

New radio templates or changes to existing radio templates will be reviewed, approved and archived by the MOSWIN System Administration.

Procedure:

1. All Internal talkgroup requests are limited to Level 1 MOSWIN Member Agencies. See Level 1 MOSWIN Member Agency Policy.
 - a. Exceptions may be granted when the requesting agency clearly illustrate that an existing MO DPS Interoperable I/O, Event or discipline talkgroup will not provide for interoperable communications.
 - b. Exceptions will be limited to specialized public safety needs that require exclusivity and/or localized interoperable communications.
 - c. Examples could include but are not limited to:
 - Nuclear plant operations
 - Hydro Dam operations
 - Bomb squads
 - Multi-jurisdictional investigative units or task forces

2. Creation of new templates and changes to existing templates.

MOSWIN user agencies desiring to create a new template or to change an existing template must submit a MOSWIN Talkgroup Request - Talkgroup Resend Form to the MOSWIN System Administration including the reason for the change and the proposed date of the change. MOSWIN support staff will collaborate with the requesting agency to ensure a best practices architecture. The creation of new templates or proposed changes to existing templates will then be reviewed by the MOSWIN System Administration. The request will then be approved as proposed, approved with conditions or will be denied. Requestors will be notified of the results of the review as soon as practicable.

3. Requests for changes to existing templates:

- a. Single Member Agency changes (intra-agency).

Requests involving only the single Member Agency will require the submission of documentation as directed by the MOSWIN New Talkgroup Justification Standard.

Requesting agency must submit a completed MOSWIN Talkgroup Request - Talkgroup Resend Form for the proposed template to the MOSWIN System Administration before the proposed changes are applied to the MOSWIN network. Upon approval, MOSWIN will create a proposed template incorporating the agreed upon changes.

- b. Multiple Member Agency changes (inter-agency)

Requests involving multiple Member Agencies will require coordination and cooperation with the entity that created the talkgroup to be added. The agency requesting the talkgroup must submit a completed MOSWIN Talkgroup Request - Talkgroup Resend Form requesting the use of the talkgroup from the entity that initially established the talkgroup. This form must be signed by both the originating and requesting Member Agencies.

Requesting agency must submit a completed MOSWIN Talkgroup Request - Talkgroup Resend Form for the proposed template to the MOSWIN System Administration before the proposed changes are applied to the MOSWIN network. Upon approval, MOSWIN will create a proposed template incorporating the agreed upon changes.

4. Changes applied:

Upon receiving the talkgroup template acceptance letter the MOSWIN operations staff will apply the changes to the network. All changes will be system-tested for accuracy and desired functionality prior to full-scale deployment.

5. Follow up:

The MOSWIN System Administration will review the impact that the changes may cause to the MOSWIN network over time. Unanticipated negative impact to the MOSWIN network caused by the new template or a modified template or by the users of the



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new or modified template may result in the suspension of such template or selected talkgroups until the issue can be resolved. The MOSWIN System Administration will work with the user agency to resolve any issues.

New radio templates or changes to existing templates will be archived by MOSWIN.

Controls and Measures:

All changes must be reviewed and approved by the MOSWIN System Administration, pertinent technical *or policy groups*, and affected users. All changes will be system tested for accuracy and correct functionality prior to full scale deployment.

Responsibility/Assignment:

MOSWIN System Administration is responsible for establishing this process and tracking progress.

MOSWIN System Administration is responsible for maintaining a backup archive for all written correspondence regarding new templates or the modification of existing templates.

MOSWIN System Administration is responsible for maintaining a backup archive for all templates.