



**EMERGENCY COMMUNICATIONS
COMMISSION**

Policy 17-11

June 8, 2017

SLATER Radio Programming

I. **PURPOSE**

This document sets forth the policies for providing quality two-way voice radio communications on the St. Louis Area Trunked Emergency Radio (SLATER) system as provided by the St Louis County Emergency Communications Commission (ECC).

II. **GENERAL**

The ECC owns and operates the SLATER system, an 800 MHz P-25 Digital Trunked Simulcast Radio System, licensed by the Federal Communications Commission (FCC) which provides county-wide and regional interoperable radio coverage for public safety agencies within St. Louis County.

III. **DEFINITIONS**

Advanced System Key: USB devices that protect against unauthorized CPS programming of certain protected fields, systems and features created by the Radio System Manager.

Code Plug: The program put into a radio to define its various features and functions.

Emergency Communications Network: St. Louis County staff employees of the ECC.

Fleetmap: The configuration of talkgroups and/or programming parameters to function according to the unique operational requirements of each user agency will have and utilize for interoperable communications; i.e. all resources, talk groups, etc.

Outside User Agency: A user authorized by the ECC who provides assistance in emergency situations in furthering the goal of protecting the health, safety, and welfare of the residents and visitors of St. Louis County.

Radio Feature Set: Emergency alerts, tones, lighting, scan, Bluetooth, etc.

User Agency: A police department, fire department/district, local government and other St. Louis County organizations who received ECC funded equipment and authorization to operate on the SLATER system.

User Group: Six (6) individual groups of representatives from the specific disciplines on the SLATER system appointed by the ECC to provide broad based input on the development of standards, protocols, training and use of the system. (As described in Section 10.4, "User Groups", of the ECC By-Laws adopted February 8, 2010.)

IV. POLICY

The protocols authorized by this policy ensure that all mobile and portable radios utilizing the SLATER system function to the maximum capability, provide clear two-way radio voice traffic and operate within the standards approved by the User Groups. This policy applies to all users on the SLATER system.

V. PROCEDURE

Each mobile or portable radio on the SLATER system is programmed in accordance with each User Group's approved fleetmap/codeplug for proper operation within that discipline with interoperability to other disciplines as an essential function. All programming and/or reprogramming of mobile or portable radios used on the system shall be performed only by the Emergency Communication Network (ECN) staff or ECN approved vendors in accordance with the fleetmap/codeplug authorized for that agency.

A. Programming/Re-Programming

All ECC funded mobiles and portables radios shall be delivered to the participating agency programmed with the agency's approved fleetmap/codeplug meeting the agency's respective User Group standards. To keep programming manageable, the ECC will only create and manage User Groups standardized fleetmaps and codeplugs to reduce variations of programming per discipline/agency and uphold uniformity in communications. The ECC maintains the custody of all codeplugs on the SLATER system pertaining to those agencies within St. Louis County.

1. All newly created or modification to existing codeplugs must conform to the standards and policies adopted by the respective User Group and are approved prior to implementation by the Radio Systems Manager or his/her designate.
 2. A codeplug and/or talkgroup from another agency shall not be programmed into a radio owned by another agency without written permission from that authorizing agency and the approval from the User Group for the associated discipline.
 3. All radios on the SLATER system must be programmed with an “advanced system key” for security purposes. The advanced system key is only authorized for use by ECN staff and ECC approved vendors or system administrators during the course of their duties.
 4. Re-Programming of an agency’s Alias ID on mobile and portable radios will be performed by the ECN staff following the guidelines listed below:
 - a. The requesting agency must complete the Alias Change Request form (ECN #16-7).
 - b. It is the sole responsibility of each agency to keep the correct alias of all radios within that agency.
 - c. Radios that are programmed with alias call list will be updated when performing countywide programming.
 - d. Alias ID programming will be performed by ECN staff at no charge to User Agencies. Outside User Agencies will be responsible for programming Alias changes through an ECC authorized vendor.
 5. No outside user/vendor shall be allowed to program or re-program a subscriber mobile or portable which operates on the SLATER system without approval from the Radio Systems Manager.
 6. Outside User agencies are responsible for all costs associated with installation, programming, upgrades, and fleetmap development, including iterations thereafter as necessary to comply with changes associated with countywide programming.
- B. Changes of Radio Feature Sets (Flashcode)
1. Changing the radio feature set is strictly prohibited on radios if the modification will adversely affect the SLATER system or impeded the sole communication functions intended. Changes must be approved by the agency’s discipline User Group and the Radio Systems Manager prior to implementation.

2. Agencies that choose to retrofit their radios with feature set(s) beyond the standard must do so on all radios in their fleet for each radio type to which the modification will be applied. Cost to flash upgrade and program radios with the feature set are the sole responsibility of the agency.
3. The ECC must maintain the latest codeplug with the current running feature set for all radios. Therefore, new codeplugs created as a result of new feature set(s) must be provided to the ECC immediately upon programming by the authorized vendor.

D. Countywide Re-Programming

1. ECN staff shall perform Countywide re-programming of User Agency radios when necessary. In order to maintain a level of uniformity, improve interoperability, streamline communications, or alter radio functions, reprogramming will be coordinated in conjunction with St. Charles and Jefferson counties, as directed by the User Group of a discipline and Operations Committee.
 - a. Re-programming will be completed by ECN staff and may be performed either by on-site programming or Over-the-Air-Programming (OTAP).
 - b. Re-programming will occur on a per discipline basis and when necessary across all disciplines depending on the reason for codeplug changes. Re-programming of a single agency will only be authorized under extenuating circumstances.
 - c. All agencies must work with their respective User Group to provide agency specific changes to be incorporated into the codeplug.
 - d. Radios that deviate from the latest ECC maintained codeplug and requires re-development is the financial responsibility of the User Agency and will be performed by an ECC authorized vendor.
 - e. Agencies that merge dispatch communications service or change contracted dispatch communications providers are responsible for the associated reprogramming cost of the radios.
2. If changes to the codeplug warrant re-programming of Outside User agency radios, the Outside User agency is responsible for the cost of the codeplug development and programming, and is to be completed within a timeframe agreeable by the ECC and the agency.

E. Procurement/Replacement of Mobile or Portable Radios:

Public Safety and governmental agencies operating on the SLATER system initially received new mobile and portable radios from the ECC as part of the system build out. Given the complexity of the system and the operating format it is paramount that future subscriber mobile and portable radios procured be acquired based on the criteria established by ECC Policy #05-03, "Subscriber Radio Features Policy" (approved November 12, 2015). The following process shall be initiated by all agencies on the system to procure or replace mobile or portable radios.

1. Any agency needing to acquire additional radios shall be able to do so at its own expense utilizing mobile and portable radios meeting the criteria of ECC Policy #05-03.
2. Prior to placing an order the requesting agency shall notify the Radio Systems Manager in writing of its desire to acquire additional subscriber mobile or portable radios to assure the correct feature sets and contract pricing. Such notification shall include the number and type of subscriber radio desired to ensure system grade of service targets are maintained.
3. The agency must provide new alias information and serial numbers of all radios purchased prior to any programming.
4. Upon receipt of the mobile or portable radios, the ECN staff shall program the new mobile and/or portable radios with the requesting agency current codeplug on file.
5. Outside User agencies are responsible for all costs associated with installation, programming, upgrades, and fleetmap development, including iterations thereafter as necessary to comply with changes associated with countywide programming as it relates to procuring or replacing mobile or portable radios.

VI. MEMORANDUM of UNDERSTANDING

This policy is covered under the MOU signed previously by each public safety user and outside agency user on the SLATER system.

Approved by the Emergency Communications Commission on JUNE 8, 2017

Captain Steve Sack

Director,
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William Karabas

Chairman,
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