WISCOM Policies, Procedures and Guidelines

Index #   401.03
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Subject   WISCOM Application Checklist
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Welcome to the Wisconsin Interoperability System for Communication (WISCOM). This checklist will help you in becoming an active member of the premier Public Safety communications system in Wisconsin.

- **The benefits of WISCOM.**
  - ☐ Interoperability
  - ☐ 95% statewide mobile coverage
  - ☐ User Training
  - ☐ System maintenance included in the maintenance fee
- **Compare the WISCOM coverage to your needs.**
  - ☐ Statewide
  - ☐ County
  - ☐ City
  - ☐ Town
  - ☐ Buildings
- **Identify your operational needs.**
  - ☐ Mobile
  - ☐ Portables
  - ☐ Speaker mics
  - ☐ Control Stations
  - ☐ Data (future)
  - ☐ Dispatch consoles
- **Coverage tests.**
  - ☐ Define your coverage area for testing.
  - ☐ Identify specific areas of concern.
  - ☐ Identify participants in the test.
  - ☐ Schedule your coverage tests when required. Contact System Administrator.
  - ☐ Will additional infrastructure be required?
- **Sign the membership agreement.**
  - ☐ A signed Membership Agreement is required. (http://interop.wi.gov/)
  - ☐ A completed Participation Application and signed Membership Agreement are required for each WISCOM billing account.
  - ☐ Agencies joining together as a community or consortium require a single Participation Application and Membership Agreement when there is a single billing account.
  - ☐ Agencies requesting the Level 1 interoperability templates must complete the Participation Application and Membership Agreement.
- **Develop a communications plan and initial template design.**
  - ☐ Contact WISCOM personnel for assistance. Phone Number

- ☐ How do you operate within your agency or department?
- ☐ Who to you want to talk to?
- ☐ What are your plans for a disaster?
- ☐ Who is the point person for the templates?
- ☐ Develop your initial template(s).
- ☐ Discuss encryption and sharing of encryption keys.
- **Obtain letters of concurrence.**
  - ☐ A letter of concurrence documents permission to use another agency's talkgroup.
  - ☐ The letter of concurrence must be on the authorizating agency's letterhead and list the approved talkgroups.
  - ☐ These are required prior to your finalizing your template.
- **Finalize your template.**
  - ☐ Review your communications needs again.
  - ☐ Modify if needed to ensure success of your agency's users.
  - ☐ WISCOM administration approval of template.
  - ☐ Select your service level consistent with the template and use of the radios:
    - ☐ Level 1
    - ☐ Level 2
    - ☐ Level 3
    - ☐ Level 4
    - ☐ Level 5
    - ☐ Level 6
- **Order your radios.**
  - ☐ Verify your radio is compatible with WISCOM.
  - ☐ Verify the options you request are available in WISCOM.
  - ☐ Obtain a delivery date from the vendor.
- **Schedule training for your agency.**
  - ☐ The success of your transition to WISCOM is proportional to the participation level during training by users.
  - ☐ A "Train the Trainer "course is available for larger organizations.(?)
  - ☐ User training is scheduled through OJA Communications. Phone number
- **Radios programmed.**
  - ☐ Radios will be programmed by WISCOM technicians.
  - ☐ Radios may programmed by agency technicians and radio service companies with prior approval from WISCOM administration.