Wisconsin Interoperability System for Communications (WISCOM)

Administrative
Manual

(version 2)

State System Management Group (SSMG)

REVISION LOG

Date	Revision Description
March 25, 2010	First Edition, approved at the Annual Meeting
Dec 22, 2011	SSMG approves all policies previously listed as "draft" except 301 series. Authorizes Sec 400 Forms to be hosted on WISCOM website.
June 7, 2012	Section 104 re user fees approved by the SSMG.

Purpose and Design

Wisconsin's interoperability vision is to create a communications infrastructure that will allow emergency responders to communicate with whom and when they need to communicate. To accomplish this, Wisconsin will create a secure system of systems, including both existing and newly installed, tied to a single backbone which will route communications. This system of systems will have the capacity to provide special characteristics to meet the needs of the public safety community.

To that vision, the Office of Justice Assistance chartered a "State System Management Group (SSMG)" for the purpose of providing interim governance of the Wisconsin Interoperable System for Communications (WISCOM). The purpose of this manual is to provide a depository of historical documents for the SSMG for governance, development, operations and sustainability of the WISCOM. It further provides a resource location for entities intending to become users of the WISCOM.

The manual is separated into three primary sections: Governance, Operations and Mission Support. The scope of each section follows:

- Administrative Section provides organizational documentation of the SSMG and where it fits into the Wisconsin Interoperability initiative.
- Operations Section outlines the use of the WISCOM and the requirements of its user members. It also will provide a relationship of the individual users and groups to the larger system.
- Mission Support Section provides information about the development of the system, and the technical requirements of field and infrastructure equipment on the system.

There are three types of documents that will be inserted into the manual: Policies, Procedures and Guidelines. The definition of each document type follows:

- Policies are directives that must be followed exactly without deviation. The contents of the policy have legal, ethical, operational, contractual and safety basis for following the rule or directive exactly. No deviation exists in a policy for a member-user unless authorized by the SSMG.
- Procedures are the embodiment of the policy and they set standardized conditions and processes for how the policy is to be administered. No deviation exists in a procedure for any member-user unless authorized by the SSMG.
- Guidelines exist when there are numerous methods, techniques and types of equipment for performing operational tasks and responsibilities. In this situation, the SSMG has identified a procedure(s) as "best practices" or a "preferred methods" to accomplish an operation or responsibility. The member-user deviating from the recommended practices and procedures of the SSMG bears the responsibility for the decision to deviate.

As of the first draft of the manual, the WISCOM system is under development, and over time, the system will transition to an operational resource for emergency responders. This manual should be considered a living document to address the ongoing needs of the developing system and, ultimately, its users as the transition occurs.

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