Wisconsin
INTER((•))PERABILITY Initiative
Seamless Public ▼ Safety Radio Communications

Completion Guide and Application Procedures
For Wisconsin Interoperable System for Communications (WISCOM)
Levels 1 and 2 Usage
January 18, 2011

Applications are being accepted from public safety and service agencies of units of government. Private agencies under contract with a unit of government to provide first response may be considered. The governing body of stakeholders, the Statewide System Management Group (SSMG) reserves the right to determine individual agency eligibility.

IMPORTANT NOTE: WISCOM is not available for beneficial use such as mission critical operations at this time. Currently, the system is in a testing and implementation stage and is planned to be available for actual mission support in July of 2011.

To participate with WISCOM, follow these steps:
1. Determine eligibility and local availability of agency-compatible equipment. Your equipment must have some VHF, P25, trunking enabled radios.
2. Review the information on www.interop.wi.gov regarding AGENCY USER APPLICATION.
3. Download the forms from the website. Complete the form using Microsoft Excel software. Detail on what is to be entered on the form is attached. If you cannot open the document, please ensure that you have macros enabled. If you have an earlier version of Excel, make sure you have downloaded and installed any compatibility packs or file converters that are available for your version from the Microsoft Download Center.
4. Please do not rename or change the order of the tabs in the Excel application. This may affect processing. Any additional sheets you add for Section 2 should be added at the end of the tabs (right-most position). Please see Section 2 instructions for more information.
5. Electronically submit Sections 1 and 2 of the application form to dojinteroperability@doj.state.wi.us as an Excel document. Rename your Excel document by inserting your agency name in place of the word "Agency." Your file will be named "*WISCOM Application_your agency name*.xlsm".
6. Section 3 of the application is the signature page, which needs to be printed, signed, scanned and submitted as a separate electronic document/attachment to your email. Please name your Section 3 submittal "*WISCOM Signature Page_your ageny name*.pdf ". You may also submit .jpeg, .gif, or .bmp formats.
7. Complete and report agency user training following the instructions on the website at www.interop.wi.gov . Report completion to dojinteroperability@doj.state.wi.us.

The SSMG has authorized the WISCOM System Administrators (WI State Patrol and WI Department of Justice) to provisionally authorize usage. After your agency completes the training, system administrators will contact your agency point of contact with authorization.

Periodically, the SSMG will take up action to approve regular usage for an agency eliminating the status of "provisional" usage.

Provisional usage may be delayed by system administrators if the agency's public safety or public service role is not clearly pre-authorized by the SSMG.

There are no fees associated with WISCOM usage for this level of use. Agencies must register their local subscriber equipment (mobile, portable and base radios) via this application process. Local agencies are responsible for procuring compatible subscriber equipment.

Questions about WISCOM training, governance and funding may be directed to dojinteroperability@doj.state.wi.us.

Questions about equipment programming and compatibility may be directed to WSP-BPSC System Administrator wiscomtech@dot.wi.gov.

Detailed Explanation on Completing the Application Form:

Section 1

1.1 **Application** – select only one:

    1.1.1   **Initial** – check this box if this is your first application

    1.1.2   **Update** – check this box if you are report changes to the original application for contact information (Section 1), radio details (Section 2) and/or agency leadership (Section 3) and/or.

1.2 **User Level** – select only one:

    1.2.1   **Level 1** Interoperability use is defined as radio communications in support of multi agency response to an incident. This is typically across county lines and when responding agencies do not have access to local common channels. Interoperability use will occur on predefined system interoperability channels in accordance with the guidelines for use of those channels. All local, county, state, tribal, and federal government agencies, military, local and regional governmental districts and authorities, schools, hospitals, and non-governmental organizations (NGOs), utilities, and adjacent states, operating in support of public safety, may use WISCOM for interoperability purposes, and are encouraged to do so. There is no cost to use WISCOM for interoperability.

    1.2.2   **Level 2** Itinerant use is defined as radio communications in support of units operating outside of their home area or system. This is typically when a unit leaves its home county.

        Examples of itinerant use are:
- A sheriff's deputy on a prisoner transport needs to communicate with their dispatch or the dispatch point for the location they are at.
- A regional response team enroute to/from an incident needs to communicate with their dispatch.

        Itinerant use will occur on predefined channels in accordance with the guidelines for use of those channels. All local, county, state, tribal government agencies, local and regional governmental districts and authorities, schools, hospitals, and non-governmental organizations (NGOs) operating in support of public safety, may use WISCOM for itinerant communications. There is no cost to use WISCOM for itinerant communications.

    1.2.3   **Level 1 and 2** – Check this box for usage permission for both level 1 and 2 explained above.

1.3 **Requested Implementation Date** – Report the date that you will have user training completed and desire agency activation.

1.4 **Agency Contact Information** – Report the name, phone and email detail for the individual that will manage your agency participation with WISCOM.

1.5 **Agency Type -** Select **Public Safety** if you are a fire, law enforcement, emergency medical, or emergency management agency. Select **Public Service** if your agency provides public works, public transportation, etc.

1.6 **Agency Class**

> 1.6.1 **Government Levels** – indicate your level of unit of government. Cities and Villages and Towns select "Local"

> 1.6.2 Select "**Other**" if you are a private first responder under agreement with a unit of government, check this box.

1.7 **Agency Contact Information** – report contact information for who will administer WISCOM usage within your agency.

1.8 **Agency Eligibility** – Answer "**yes"** if you are within the definition or "**no"** if you do not fall under the definition of FCC Section 90.20 Public Safety Pool.

1.9 **Sponsoring Agency** – If you do not qualify under the definition in question 1.8, your agency needs a sponsor that is already affiliated as a WISCOM participant. If you answer "no" to question 1.8, report here who your sponsoring agency is that falls under Section 90.20.

1.10 **Radio Service Provider Information** – report your contact information for the entity that will program your subscriber radios (mobile, portable, and base radios).

1.11 Interoperability/Mutual Aid Talkgroup Requests – check the boxes for the talkgroup(s) your agency is requesting to use. Typically, a public safety agency requests:

- Statewide Tactical channels,
- Regional Channels (for the geographic area you are located in; see map on page 5)
- County Communications channel (for communicating within your local county) and
- County Travel (for communicating when travelling out of the county back to your county – reaches statewide).

WISCOM REGIONAL TALKGROUPS
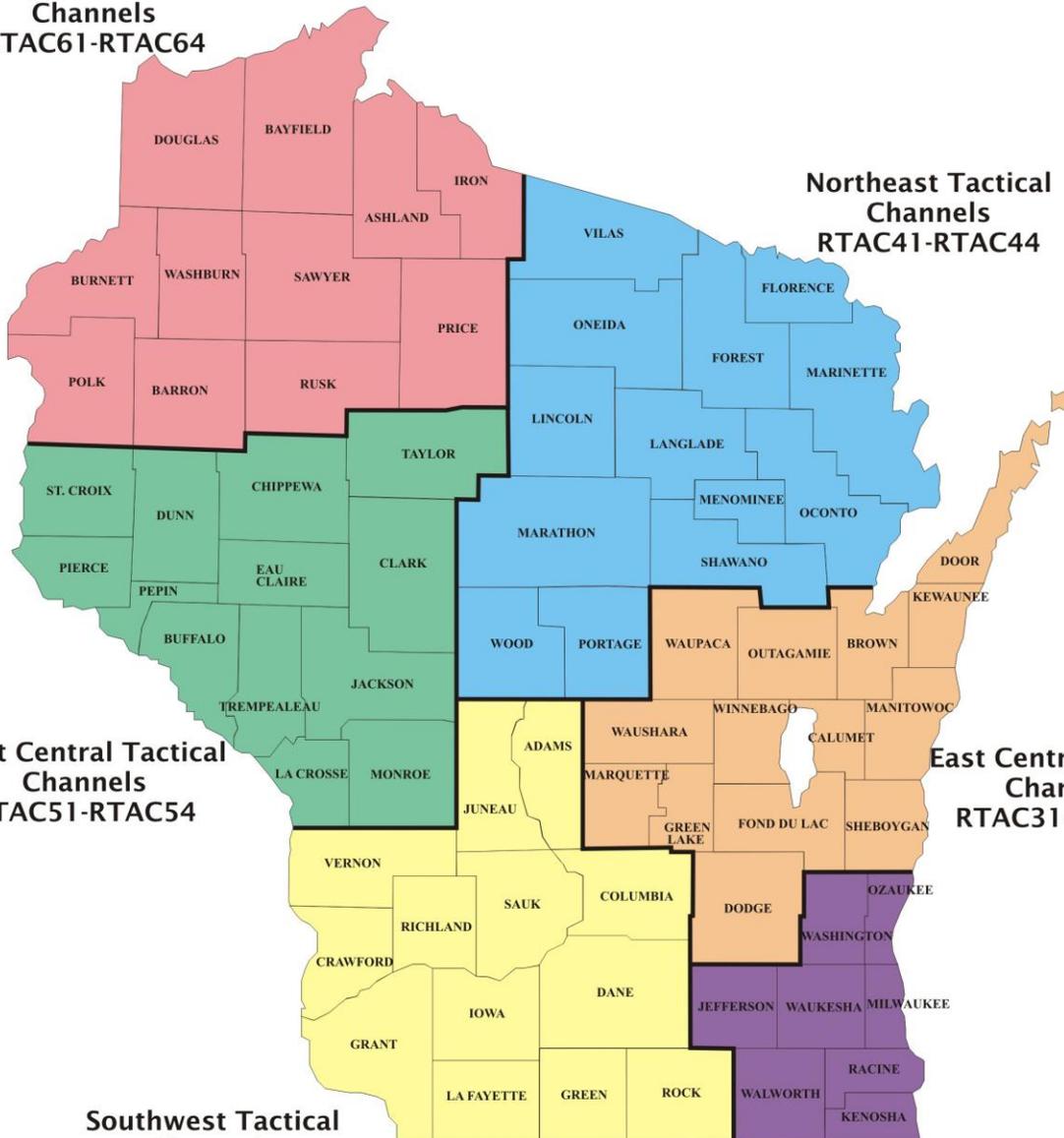
Northwest Tactical Channels RTAC61-RTAC64

Northeast Tactical Channels RTAC41-RTAC44

West Central Tactical Channels RTAC51-RTAC54

East Central Tactical Channels RTAC31-RTAC34

Southwest Tactical Channels RTAC11-RTAC14

Southeast Tactical Channels RTAC21-RTAC24

DOUGLAS BAYFIELD IRON ASHLAND VILAS FLORENCE BURNETT WASHBURN SAWYER PRICE ONEIDA FOREST MARINETTE POLK BARRON RUSK TAYLOR LINCOLN LANGLADE ST. CROIX CHIPPEWA MENOMINEE OCONTO DUNN CLARK MARATHON DOOR PIERCE EAU CLAIRE SHAWANO KEWAUNEE PEPIN BUFFALO WOOD PORTAGE WAUPACA OUTAGAMIE BROWN JACKSON WINNEBAGO MANITOWOC TREMPEALEAU ADAMS WAUSHARA CALUMET LA CROSSE MONROE MARQUETTE GREEN LAKE FOND DU LAC SHEBOYGAN VERNON JUNEAU COLUMBIA DODGE OZAUKEE RICHLAND SAUK WASHINGTON CRAWFORD DANE JEFFERSON WAUKESHA MILWAUKEE IOWA RACINE GRANT LA FAYETTE GREEN ROCK WALWORTH KENOSHA

January 28, 2011

Section 2

2.1.1 Radio Equipment Detail & Identifiers – provide individual radio equipment detail for each column of information. Duplicate the page as many times as necessary to list all of the radios in your fleet. To duplicate, right click on the tab "WISCOM Application Section 2." Select "Move or Copy" from the list. Select "(move to end)" and select the "Create a copy" check box at the bottom of the window. Click "OK."

>2.1.2 **Radio Serial Number or Agency Asset Tag** - Indicate a unique number for each piece of radio equipment that is attached to the equipment.

>2.1.3 **Radio Manufacturer –** indicate the name of the manufacturer for that piece of radio equipment.

>2.1.4 **Radio Model –** indicate the model name and number for that piece of radio equipment.

>2.1.5 **Fixed, Mobile or Portable –** indicate "F" for Fixed location radio, "M for a mobile radio, or "P" for a portable for each radio.

>2.1.6 **Seven-digit Radio ID** – this is unique number that is taken from the Project 25 Unit ID plan. See www.interop.wi.gov for a copy of the plan (under documents, scroll down to "Plans").and download. For questions about the plan, contact Carl Guse (contact information is on the cover page).

>2.1.7 **Local Radio Identifier** – indicate the tactical call sign for that radio unit. i.e. "Car 41" or "Squad 10." If the radio is used interchangeable or shared, consider a branch assignment such as "Investigative" or "Patrol." This identifier should help identify where the typical voice call sign that the user will speak over the radio.

>2.1.8 **Agency Role That is Assigned This Radio** – indicate who has possession of the radio such as "Chief Smith" or if assigned out of an office for shared use "Patrol Substation Supervisor." This identifier should help identify who possess or further detail where the radio is located within the agency.

Section 3

3.1 **Agency Agreement Page Requesting WISCOM Participation** – have your agency chief executive sign the application agreeing to the terms and conditions of usage.