



***NORTHAMPTON COUNTY
EMERGENCY MANAGEMENT SERVICES***

***RADIO AUTHORIZATION
and
PROGRAMMING POLICY***

1.0 PURPOSE

- 1.1** The purpose of this document is to establish standards which shall govern the programming, identification, and authorization of all radios used on any frequency licensed to and/or controlled by the County of Northampton or Northampton County Emergency Management Services, herein referred to as NCEMS.

2.0 DEFINITIONS

- 2.1** Radio – Shall be used to define all devices capable of transmitting a signal [voice or data] over any frequency, and includes mobile, portable, base stations, vehicle repeater systems, etc., unless specified otherwise.

3.0 GENERAL REQUIREMENTS

- 3.1** The programming and use of any radio designed to transmit on any frequency licensed to and/or controlled by the County of Northampton shall be directed by, and in compliance with the following:
- Code of Federal Regulations Title 47, Chapter I, Subchapter D, Part 90;
 - <https://www.ecfr.gov/current/title-47>
 - All Federal, State, and Local requirements
 - All requirements set forth by NCEMS
- 3.2** The radio shall be a department-owned asset. Personally owned radios shall not be permitted to transmit on any County of Northampton frequency.
- 3.3** Departments shall obtain a written statement of authorization from NCEMS prior to utilizing a radio to transmit on any County of Northampton frequency.
- 3.4** The radio shall be programmed with a time-out feature enabled.
- 3.4.1** The parameter for the time-out feature shall be set to a maximum of sixty (60) seconds.

4.0 IDENTIFICATION

- 4.1** All radios shall be programmed with an identifier issued exclusively, in writing, by NCEMS.
- 4.2** All radio identifiers shall be programmed to transmit utilizing MDC1200 signaling.
- 4.3** Signaling timing shall be set to a minimum of 650 milliseconds, but not more than 850 milliseconds.
- 4.4** The radio shall be programmed to send the identifier on key-up. No other forms of ID (i.e. – post identification) shall be permitted.
- 4.5** All law enforcement radios shall be programmed to identify on all law enforcement channels/frequencies authorized by NCEMS.
- 4.6** All radios not used for law enforcement (i.e.-EM, Fire, EMS, PW) shall be programmed to identify on all channels as authorized.
- 4.7** All mobile radio identifiers for Fire and EMS shall be four (4) digits. The identifier shall match the vehicle call sign; i.e. - 9941 will be the identifier transmitted for 9941.
- 4.7.1** Exceptions which need to be made for larger organizations shall be at the discretion of NCEMS, and will be handled on a case-by-case basis.
- 4.8** All mobile radio identifiers for Police shall conform to a three (3) digit format which will include the department ESN and vehicle number.
- 4.8.1** Exceptions which need to be made for larger organizations shall be at the discretion of NCEMS, and will be handled on a case-by-case basis.

5.0 EMERGENCY IDENTIFIER

- 5.1 No EMS, Fire, Public Works, Emergency Management or other ancillary agency radio shall be programmed with or utilize a panic feature, unless specifically authorized by NCEMS.
- 5.1.1 Authorization to permit the use of a panic button shall be issued in writing by NCEMS, along with the specific requirements for the use and operation of the panic ID.
- 5.2 Where authorized, emergency identifiers shall be programmed to transmit no more than three (3) impolite attempts, followed by no more than three (3) polite attempts.
- 5.3 Emergency identifiers shall be programmed to alert on the operations channel for law enforcement.
- 5.4 Emergency identifiers shall not be programmed to cause an open transmit (open mic).

6.0 CALL SIGNS

- 6.1 Unless otherwise specified, Fire and EMS agency radio call signs shall conform to the following:
- 6.2 The first two (2) digits shall represent the ESN or agency station number.
- 6.3 The last two digits shall represent the designation of the individual or apparatus.
- 11 → 19 = Engine*
 - 21 → 29 = Aerial Apparatus*
 - 31 → 39 = Tanker*
 - 41 → 49 = Rescue, Utility or Miscellaneous Apparatus*
 - (*)The radio call sign, as listed above, shall be designated by the primary use of the apparatus.
 - 50 → 59 = Fire Officers
 - 50 if utilized, shall be the designation of the Fire Chief, and may be implemented at the discretion of the Chief Officer of the agency.
 - 60 = Fire Marshall
 - 60 shall be utilized to designate the Fire Marshall regardless of whether or not the “50” is utilized to designate the Fire Chief.
 - 61 → 69 = Miscellaneous Officers or Portable designation. 61 → 69 may be utilized by fire or EMS.
 - 70 → 79 = EMS Officers or Portables.
 - 70 if utilized, shall be the designation of the EMS Captain, or EMS Director, and may be implemented at the discretion of the EMS Captain, or EMS Director.
 - 80 → 89 = EMS Units.
 - 80 may be utilized to designate a wheelchair transport vehicle, or other transportable EMS unit.
 - Non-transportable ALS vehicles shall be identified on radio as the station number, the identifier “Medic” and the vehicle number, e.g. – “99 Medic 1.”
 - 90 → 91 = Fire Police.
 - 90, if utilized, shall be the designation of the Fire Police Captain, and may be implemented at the discretion of the Fire Chief.
- 6.4 Any radio utilized as a portable for a specific piece of apparatus shall have a unique identifier and shall be issued by NCEMS.
- 6.5 Call signs used when transmitting shall mirror the issued radio identifier, unless specified otherwise.
- 6.6 Unless noted otherwise, Emergency Management numbering scheme shall conform to the following:
- 6.6.1 The first two (2) digits shall represent the municipality (ESN).

6.6.2 The last two digits (and/or characters) shall represent the designation of the individual or vehicle.

6.6.3 Example: Call-Sign 99EM1→99EM"x"

6.7 The entire call-sign shall be utilized as assigned.

6.8 Other identification numbers, call signs, and identification schemes may be imposed or otherwise issued at the discretion of NCEMS.

7.0 TRANSMISSION

7.1 Emergency Management, EMS, Fire and Public Works personnel shall not be permitted to program, or have programmed, transmit capability on any channel which has been designated as a law-enforcement frequency/channel.

7.2 Transmitters with the capability to produce/generate tones shall not be permitted without specific written authorization from NCEMS.

7.3 Testing of units capable of producing/generating tones shall be at the sole discretion of NCEMS.

7.4 Units shall not cause interference with any transmission or other communication.

8.0 UPDATE & RENEWAL

8.1 All updates shall be submitted in writing utilizing the Radio Registration Request Worksheet issued by NCEMS, and must be signed by a chief officer or his/her designee.

8.1.1 The Radio Registration Request Worksheet may be accepted electronically via a pre-approved e-mail address.

8.2 A chief officer may designate, in writing or electronically via a pre-approved e-mail address, an individual to handle correspondence with NCEMS on behalf of their agency.

8.3 An updated listing of personnel and Radio Registration Request Worksheet shall be submitted from each agency to NCEMS on an annual basis regardless of changes to personnel.

8.4 An updated Radio Registration Request Worksheet shall be provided to NCEMS whenever any change in personnel or radio assignment is made by an agency.

8.5 Updated information shall be submitted no more than three (3) days after the effective date of the change or update.

9.0 REGISTRATION / AUTHORIZATION

9.1 All agencies shall be required to submit a Radio Registration Request Worksheet upon requesting authorization of a new radio or new radio assignment. This shall be completed before the new radio is programmed with County of Northampton frequencies.

9.2 NCEMS reserves the right to request registration information on radios previously authorized and/or radios which are currently in use.

10.0 DECOMMISSIONING OF RADIOS

10.1 Agencies shall provide a written statement to NCEMS for any radio which is sold, donated, transferred, taken out-of-service or otherwise decommissioned.

10.2 Radios which are sold, donated or transferred to another agency shall be subject to the policy requirements contained herein.

10.2.1 Previous authorization to operate shall be null and void upon any change of ownership.

10.3 Radios which are sold, donated, transferred, taken out-of-service or otherwise decommissioned shall be made inoperable on all frequencies controlled by County of Northampton.

11.0 REQUEST FOR TONE ASSIGNMENT

11.1 An authorized agency may apply for a tone assignment, inclusive of KNOX® tones, on agency letterhead.

11.1.1 Tone assignments shall be processed only after a written request is received from the agency.

11.2 Tone sequences shall be tested no less than two (2) weeks inclusive of two consecutive Monday night tone tests.

**** We reserve the right to amend the contents contained herein, in part or in whole, with or without notice ****