



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

2.0 DEFINITIONS

- 2.1 Radio – Shall be used to define all devices capable of transmitting a voice or data signal 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. Unless authorized by NCEMS, 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.
- 3.5 Any radio programmed to utilize the County of Northampton P25 radio network must conform to the standards outlined in the *Northampton County P25 Radio Network Subscriber Equipment Specifications Guidelines* document. It shall be the duty of the individual department to confirm with NCEMS that they have the most recent version of the document.

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/talkgroups authorized by NCEMS.
- 4.6 All radios not used for law enforcement (i.e. EM, Fire, EMS, PW) shall be programmed to identify only on channels authorized by NCEMS.
- 4.7 All Conventional 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 Conventional 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** Conventional system emergency identifiers shall be programmed to alert on the operations channel for law enforcement.
- 5.4** P25 system emergency identifiers shall be programmed to alert on the designated emergency talkgroup.
- 5.5** Emergency identifiers shall not be programmed to cause an open transmit (open mic).

6.0 CALL SIGNS

- 6.1** Unless otherwise specified, Fire, Rescue and EMS agency radio call signs shall conform to the following:
- 6.2** The first two (2) digits shall represent the municipality (ESN) or NCEMS-assigned station number.
- 6.3** The last two (2) 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 or equivalent rank, 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 Marshal regardless of whether or not the "50" is utilized to designate the Fire Chief or equivalent rank.
 - 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.
 - 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** Alternatively, approved Fire and EMS agencies may utilize the radio call sign scheme previously assigned to Emergency Management, and the numbering scheme shall conform to the following:
- 6.4.1** The first two (2) digits shall represent the municipality (ESN) or NCEMS-assigned station number, followed by the NCEMS-approved apparatus CAD classification identifier and the ending digit(s) shall designate the individual or vehicle.
 - 6.4.1.1** Emergency Management personnel example: Unit designation 99EM1 as 99 EM 1.
 - 6.4.1.2** Fire apparatus example: Unit designation 99E1 as 99 Engine 1.
 - 6.4.1.3** Fire personnel example: Unit designation 99FM1 as 99 Fire Marshal 1.
 - 6.4.1.4** EMS apparatus example: ALS or BLS unit designation 99EMS1 ad 99 EMS 1, non-transport ALS unit designation 99M1 as 99 Medic 1.
 - 6.4.2** The alternative radio call sign scheme outlined in Section 6.4 pertains only to Fire/Rescue apparatus, EMS apparatus, the rank of Fire Marshal and local Emergency Management personnel. County Emergency Management shall follow the same scheme, with the exception of no leading station number.
- 6.5** Any radio utilized as a portable for a specific piece of apparatus shall have a unique identifier, which shall be issued by NCEMS.
- 6.6** Call signs when transmitting shall conform with the issued radio identifier as exemplified in Sections 6.4.1.1 through 6.4.1.4, unless specified otherwise.
- 6.7** The entire call-sign shall be utilized as assigned.
- 6.8** Apparatus types shall conform to the *Unit CAD Classification Definition* document. It shall be the duty of the individual department to confirm with NCEMS that they have the most recent version of the document.
- 6.9** 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, Rescue 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/talkgroup.
- 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 radio updates shall be submitted in writing utilizing the *Agency Radio Authorization Worksheet* issued by NCEMS, and must be signed by a chief officer or his/her designee.
 - 8.1.1** The *Agency Radio Authorization 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 radio inventory and updated *Agency Radio Authorization Worksheet* shall be submitted by each agency to NCEMS on an annual basis, regardless of changes to personnel.
- 8.4** An updated *Agency Radio Authorization Worksheet* shall be provided to NCEMS whenever any change is made to radio programming.
- 8.5** Updated information shall be submitted no more than three (3) days after the effective date of

the change or update.

- 8.6 This section applies only to radios programmed with any frequencies/channels/talkgroups owned by the County of Northampton.

9.0 REGISTRATION / AUTHORIZATION

- 9.1 All agencies shall be required to submit an *Agency Radio Authorization Worksheet* upon requesting authorization of a new radio or new radio assignment. This shall be completed before the new radio is programmed with frequencies/channels/talkgroups owned by the County of Northampton.
- 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/channels/talkgroups owned by the 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 for no less than two (2) weeks, inclusive of two consecutive Monday night tone tests or other times designated by NCEMS.