



Policy 19-04

September 12, 2019

Cancels:
ECC Policy #05-04

Talkgroup Creation Request and Custodian Assignment

I. PURPOSE

This policy sets forth the procedure used by the St. Louis County Emergency Communications Commission (ECC) to create a new talkgroup and assign custodian authority on the St. Louis Area Trunked Emergency Radio (SLATER) system.

II. GENERAL

Every talkgroup that exists on the radio system represents a separate talk path that can utilize the radio system. The system was designed to handle a finite number of simultaneous conversations. Recognizing this, talkgroup creation should be based on a defined need as opposed to convenience. Prior to requesting creation of a new talkgroup, every effort should be made to determine if shared access to, or use of an existing talkgroup would serve the purpose satisfactorily.

III. POLICY

Talkgroup creation is based on a defined need in order to keep the system operating efficiently. New or additional talkgroups will only be considered when there is a clearly identifiable need and use of existing talkgroups will not satisfactorily meet the stated purpose.

- A. Talkgroup creation requests are evaluated based on current defined needs, not future needs.

- B. Agencies must take initial request to associated User Group(s) for recommendation of approval or non-approval, using ECC Form #F-04 (attached).
- C. Talkgroup creation will then be reviewed by the Operations Committee of the ECC with input from the ECC technical staff and recommendation of the User Group(s).
- D. St. Louis County agencies have the authority for talkgroup access on the radio sites in St. Louis County. If a talkgroup needs access to other sites, i.e. St. Charles or Jefferson counties, then authorization will need to be obtained through the other sites' owner(s). ECC staff will assist in the process of communicating the request and access need with the other radio system owners.
- E. If a talkgroup is approved it will either be assigned to a "Custodian" or the ECC and the Operations Committee will manage its use with appropriate agency inputs. (Ex.: Countywide Interop Channels)
- F. A Talkgroup "Custodian" is the agency or decision making body; i.e. designated User Group, Operations Committee, etc., which has the authority to determine which radios can access a particular talkgroup and whether its access is restricted to "Receive Only".

IV. PROCEDURE

- A. A Talkgroup Request Form (ECC Form #F-04) must be completed in its entirety.
- B. Every talkgroup should have a separate application in order to capture the required governance information for each talkgroup.
- C. Once recommendation is made at the User Group level, completed form should be forwarded to ECC staff for Operations Committee review.
- D. In the event of Operations Committee denial, requesting agency will be notified of the reason why and provide a full explanation. Upon denial notification, agency may appeal directly to the Commission.
- E. In addition, temporary talkgroups may be created in the event of an emergency on an "as needed" basis.

V. MEMORANDUM of UNDERSTANDING

This policy is covered under the MOU signed previously by each public safety user and outside agency user on the SLATER system.

Approved by the Emergency Communications Commission on 9/12/19



Director,
Emergency Communications Network



Chairman,
Emergency Communications Commission

Talkgroup Creation Application

(ECC F-04)

Agency Requesting Talkgroup(s): _____

Point of Contact for Agency (Name, Title, Email, Phone): _____

14 Character Talkgroup Name: _____

8 Character Talkgroup Name: _____

Requested Talkgroup Custodian: _____

Detail reason for requested talkgroup (used during review process to base the decision):

Agency Discipline User Group recommendation: APPROVED / NOT APPROVED

DATE: _____

User Group: _____

ECC Operations Committee Evaluation: APPROVED / NOT APPROVED

DATE: _____

Reason for Denial:

Talkgroup access at which sites: (To be completed by ECC Staff)

(Check all that apply; permission outside of St Louis County will require a greater approval process)

- SLCNTY_N
- SLCNTY_S
- ST_CHRLS
- JEFFCO_N
- JEFFCO_S

Talkgroup Creation Application

(ECC F-04)

EXAMPLE 1

Agency Requesting Talkgroup: Pattonville Fire Protection District

Point of Contact for Agency (Name, Title, Email, Phone): Terry Loehrer, FSUG Chair Person, tloehrer@pattonvillefd.com, 314.393.4800

14 Character Talkgroup Name: FD48 ADMIN

8 Character Talkgroup Name: FD48ADMN

Requested Talkgroup Custodian: Pattonville Fire Protection District

Detail reason for Requested Talkgroup (used by approval Committee to base the decision):

This talkgroup would be used for the day to day administrative needs of the Pattonville Fire Protection District. It will be programmed into every Pattonville Fire Protection District radio and made available upon request to neighboring police and fire agencies.

Agency Discipline User Group recommendation: **APPROVED** / NOT APPROVED

DATE: February 14, 2014

User Group: Fire/EMS

ECC Operations Committee Evaluation: APPROVED / NOT APPROVED

DATE: _____

Reason for Denial:

Talkgroup access at which sites: (To be completed by ECC Staff)

(Check all that apply; permission outside of St Louis County will require a greater approval process)

- SLCNTY_N
- SLCNTY_S
- ST_CHRLS
- JEFFCO_N
- JEFFCO_S