800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**Managing Participation**	CMNRAC Approval – Signature:
Sub-Section:	**CM 1.10.3**	
Procedure Title:	**Requesting Limited Participation**	
Date Established:	**April 22, 2009**	
Replaces Document Dated:		CMNRRB Approval – Signature:
Date Revised:		4/22/2009

1. **<u>Purpose or Objective</u>**
   To establish a procedure for requesting limited participation in the regional 800 MHz digital trunked radio system. Limited participation is normally defined as utilizing the interoperability capabilities of the system for purposes of mutual aid or the addition of an 800 MHz radio operating on the region-wide 800 MHz digital trunked public safety radio system.

   This procedure is not intended to restrict users of existing conventional interoperability channels currently in use.

2. **<u>Technical Background:</u>**
   - **Capabilities**
     The eligible entity (local unit of government, eligible emergency medical service provider, special purpose government agency) must have existing VHF or conventional 800 MHz equipment capable of communicating on assigned and licensed public safety land mobile channels.

   - **Constraints**
     The eligible entity must comply with the interoperability training requirements established by the Central Minnesota Regional Radio Board (See Document Section 1.10e).

3. **<u>Operational Context:</u>**
   To insure appropriate management and use of the system, fully participating system operators must be able to identify all users, including those entities whose primary and normal day-to-day radio operations are carried on channels assigned in the VHF bands and on 800 MHz channels that are not assigned and licensed to full participants in the region-wide digital trunked system.

   While all government agencies in the metropolitan area are eligible to use the system, certain information must be furnished to the Board for administrative and equipment programming purposes prior to commencing operations on the interoperability channels.

4. **Recommended Protocol/Standard:**
Each entity must submit a letter of intent to the Central Minnesota Regional Radio Board. The Board shall approve the application when technical and training requirements are met.

Items that should be in the plan include:
- Subscriber radios
- Talk groups
- Prelim Fleet Map
- Training plan
- Other local elements

5. **Recommended Procedure:**
Each eligible entity wishing to interoperate with full participants in the region-wide system must submit a letter of intent to the Central Minnesota Regional Radio Board. A copy must also be sent to Director, Electronic Communication, MnDOT. The letter should contain information as to when the entity intends to begin using the interoperability system and indicate the name of the system manager, including contact information.

Following receipt of the letter of intent, the Central Minnesota Regional Advisory Committee will be informed. The CMNRAC will commence a review; including testing to determine that equipment is properly configured. The CMNRAC must also certify that users have met training requirements. The review may be performed by MnDOT's operations staff. When the CMNRAC is satisfied that the applying entity has met all technical and training requirements, a favorable recommendation shall be made to the CMNRRB to approve the application.

The Central Minnesota Regional Radio Board shall develop a directory that includes appropriate and necessary information for each entity including but not limited to: name and contact information for the system manager; licensed operating channels assigned to the entity, other information as determined by the CMNRRB.

6. **Management**
The Central Minnesota Regional Radio Board staff is responsible for managing and forwarding documents as appropriate. The Central Minnesota Advisory Committee is responsible for managing the review process. The Central Minnesota Regional Radio Board is responsible for approval actions