

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

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Procedure Title:	Training – 800 MHz Radio Users	
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1. Purpose or Objective

To establish the minimum training requirements for radio operators and define the responsibilities for agencies desiring to operate radio equipment on the system. This will provide for the most effective and efficient use of system resources while creating a safe and reliable communications environment.

2. Technical Background: N/A

- Capabilities
- Constraints

3. Operational Context:

System functionality and integrity must be maintained by ensuring that only trained personnel operate radio equipment.

4. Recommended Protocol/ Standard:

1. All required training shall be formal training completed by a qualified instructor or trainer.
2. Everyone using the radio system must have completed an approved training course. Training, once completed, should be augmented with refresher training every 12-18 months. It is the responsibility of the local jurisdiction to notify the Regional Radio Board of completion of initial system training.
3. Training must be completed by a trainer who has been approved by the SRB or a Regional Radio Board or who has completed a Train the Trainer course provided through a trainer approved by the SRB or a Regional Radio Board.
4. Trainers must be re-certified at least every 24 months or as required by the Central Minnesota Regional Radio Board if system modifications warrant new training upgrades. Trainers must conduct at least one training session per year or be re-certified prior to conducting a training session.

5. Every agency allowed to use Regional or local sub-systems of the radio systems shall be responsible for ensuring compliance with the provisions of all standards and operating procedures of the Regional Radio Board. Any agency or jurisdiction not in compliance with the minimum training requirements shall not be allowed to operate subscriber units on the system or any local sub-system. The Regional Radio Board shall receive complaints or reports of non-compliance and its impact on system usage and shall attempt to resolve them prior to discontinuance of service for any agency not in compliance with the training requirements.
6. Every agency shall be responsible for maintaining adequate records documenting compliance with the provisions of the Training Standards of the Regional Radio Board. At a minimum these records shall document:
 - Agency name.
 - Full name, employee number and other identifying information providing for full identification of the person trained.
 - Date and time of training.
 - Location of training.
 - Duration of training.
 - Trainer name, agency and other identifying information necessary to properly identify trainer.
 - Whether training was initial or refresher.
 - Such other information as the local jurisdiction and/or sub-system owner/operator may require as a condition for access to the local sub-system.
7. At a minimum radio system training shall include the following subject areas:
 - History of the ARMER system.
 - Operational procedures and policies of ARMER, Central Minnesota Regional Radio Board, local sub-systems and jurisdictions affecting radio use, mutual aid and interop requirements and any standard operating procedures developed by their agencies..
 - Appropriate communications protocols.
 - The technical operation of the radio they are assigned.
 - Training shall be provided on operation of the statewide trunked radio system including special features such as interconnect, private call, etc.

5. Recommended Procedure:

This manual does not set forth the specific training procedures or training modules.

6. Management

Local System Administrators are responsible to ensure that:

- Personnel assigned radios have received the appropriate training
- Only trained and qualified personnel operate radio equipment
- Radio operators are familiar with all applicable sections of the system standards manual