



BOBBY JINDAL
GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://gohsep.la.gov/SIEC>

CHRISTOPHER GUILBEAUX
CHAIRMAN

SONYA WILEY-GREMILION
VICE CHAIRMAN

POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY

POLICY NUMBER: 002

EFFECTIVE DATE: December 9, 2008

REVISED DATE: July 25, 2011; July 22, 2015

Statewide System Access Policy

I. Authorized Statewide System Access

The state of Louisiana authorizes access to the statewide 700 MHz/800 MHz Project 25 (P25) System, known as the Louisiana Wireless Information Network (LWIN) for authorized federal and state first responder agencies, as well as authorized local entities that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission Rules and Regulation (47 CFR-Part 90).

The Statewide Interoperability Executive Committee (SIEC) may also grant access on a case by case basis to other entities vital to the health, safety, and welfare of the citizens of Louisiana, such as public utility companies.

Authorized agencies accessing the LWIN system will have subscriber units that are P25 compliant and capable of operating on both the 700 MHz and 800 MHz bands.

All agencies, other than agencies utilizing LWIN as of October 22, 2008, must obtain authorization to access LWIN from the SIEC by submitting a letter of application to the SIEC Chairman requesting access.

The SIEC encourages all agencies to submit their Request for System Access to the Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman, who will notify the SIEC Regional Representatives.

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), along with Office of Technology Services (OTS), Radio Communications, will make a recommendation to the Executive Committee for acceptance onto the system. The Executive Committee will make a determination on whether the applicant will be allowed on the system.

Consoles, CCGW, or any other infrastructure equipment or system that would affect LWIN system resources must be prior reviewed by the SIEC Technical Subcommittee which will make a recommendation to the Executive Committee. The Executive Committee will then make a determination.

II. LWIN Access

Requesting Agencies must follow the steps below to gain access to LWIN

- Agencies who already have subscriber units on LWIN as of October 22, 2008

The following must be submitted to the SIEC Chairman:

- Radio ID Request (Appendix D)
 - If additional talkgroups are required, Submit User Agency Talk Group Request (Appendix C - Sample Only)
- Agencies who do not have subscriber units on LWIN as of October 22, 2008

The SIEC requires all agencies to submit their Request for System Access to the Regional Interoperability Working Group for a letter of endorsement. In the absence of a Regional Working Group, the letter may be sent directly to the SIEC Chairman.

The following must be submitted to the SIEC Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
 - Agency Information Form (Appendix B)
 - User Agency Talk Group Request (Appendix C - Sample Only)
 - Radio ID Request (Appendix D)
- **Updates**

Current LWIN subscriber agencies making additions or modifications will deal directly through OTS Radio Communications.

III. Responsibilities

Chairman, SIEC

- Confirm receipt to Requesting Agency of their Letter of Application

- Present Letter of Application to SIEC with technical analysis on capacity requirements for the affected area
- Notify Requesting Agency if Application was Approved/Denied
- Upon approved Application, immediately forward to OTS, Radio Communications
- Confirm access to LWIN is completed by OTS, Radio Communications
- Provide notification to requesting agency their radios can be programmed
- Upon denied Application, the SIEC will provide a Letter of Explanation to the Requesting Agency as to the reason for the decision

Office of Technology Services (OTS), Radio Communications

- Upon receipt of information, OTS, Radio Communications will work with the Requesting Agency and provide the following:
 - User Security Group
 - User "Talk Group Prefix"
 - Individual Radio IDs
 - Individual Talk Group IDs
- Notify SIEC Chairman that all required information has been entered into LWIN management terminal and Requesting Agency is able to access the system.
- If a request for LWIN access is received directly by OTS, Radio Communications they will forward the request to the SIEC Chairman prior to initiating any system access process.

IV. Contact Information

Contact information is provided on the LWIN Website, <http://gohsep.la.gov/SIEC>.

V. Subscriber Unit Programming

Programming of subscriber units will be arranged by the Requesting Agencies.

Advanced keys will be purchased by Requesting Agency from vendor and provided to OTS, Radio Communications to load initial programming and returned to Requesting Agency for self-programming. All subscriber units will be programmed as designated per the Interoperable Channels and Talkgroups Policy. To program advanced keys with other agencies talk groups, a Letter of Approval from the respective agency will be provided to programmer.

DATE

Christopher Guilbeaux, Chairman
Statewide Interoperability Executive Committee
7667 Independence Blvd.
Baton Rouge, LA 70806

RE: Statewide System Access

Dear Mr. Guilbeaux:

The REQUESTING AGENCY request access to join the Louisiana Wireless Information Network (LWIN). Our agency will have approximately XXX portable units and XXX mobile units.

For Non First Responder Agencies: Please provide an explanation as to the agency's direct contribution to public safety.

If you have any questions please contact CONTACT NAME at CONTACT PHONE NUMBER or by email at CONTACT EMAIL ADDRESS.

Sincerely,

Signature of Authorized Official

Title of Authorized Official

**State of Louisiana
Louisiana Wireless Information Network (LWIN)
User Information Form**

COMPLETE ONE (1) APPLICATION PER AGENCY

1. NAME OF AGENCY/DEPARTMENT/SECTION: _____

CONTACT PERSON/TITLE: _____

PHONE NUMBER# _____ FAX # _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

If you would like your agency to receive radio system problem notifications, please provide email addresses below to which you would like to receive the notifications. This purpose would **only be for Radio System Problem** notifications.

EMAIL ADDRESS: _____ EMAIL ADDRESS: _____

2. DEPARTMENT SPECIFIC INFORMATION:

A. IMMEDIATE ACCESS: # OF PORTABLES _____ # OF MOBILES _____

B. ANTICIPATED GROWTH WITHIN THE NEXT 1 YEAR: PORTABLES _____ MOBILES _____

C. ANTICIPATED GROWTH WITHIN THE NEXT 5 YEARS: PORTABLES _____ MOBILES _____

D. NUMBER OF TALKGROUPS NEEDED FOR YOUR AGENCIES PRIVATE USE: _____

3. DESCRIPTION OF DEPARTMENT DISPATCH FACILITIES:

HOURS OF OPERATION _____

4. LIST THE NAMES AND TITLE OF ALTERNATE INDIVIDUALS AUTHORIZED TO REQUEST ANY INFORMATION OR RADIO IDENTIFICATION NUMBER:

SIGNATURE	DATE
_____	_____
SIGNATURE	DATE
_____	_____

Questions regarding this form should be directed to:

OTS, Radio Communications
8667 Independence Blvd.
Baton Rouge, LA 70806
(225) 925-6036 Office
(225) 925-7003 Fax
radio.communications@la.gov

**State of Louisiana
Louisiana Wireless Information Network (LWIN)
User Agency Talk Group Form-Sample**

User Agency Name: _____

**Complete only the first column*

TALKGROUP OR MULTIGROUP ALIAS	700 DECIMAL ID	700 HEX ID
Agncy-Dispatch1	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-Dispatch2	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-Swat1	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-Swat2	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-FireDisp1	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-FireDisp2	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-SO TG 1	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-SO TG 2	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
Agncy-SO TG 3	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC

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**State of Louisiana
Louisiana Wireless Information
Network (LWIN)**

User Agency Radio ID Request Form-Sample

User Agency: _____

Requested By: _____

Date: _____

Phone #: _____

#	RADIO SERIAL #	MODELTYPE	MODEL NAME	ALIAS	P25 HEX	P25 DECIMAL
1	999BFG0000	XTS2500	MOTOROLA	HQ-789	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
2	999BFG0001	XTL2500	MOTOROLA	HQ-790	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
3	999BFG0002	XTS5000	MOTOROLA	HQ-791	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
4	999BFG0003	XTL5000	MOTOROLA	HQ-792	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
5	8767B5004	EFJ-51SL	EF JOHNSON	HQ-793	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
6	8767B5005	EFJ-51SL	EF JOHNSON	HQ-794	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
7	8767B5006	EFJ5100	EF JOHNSON	HQ-795	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
8	8767B5007	EFJ5100	EF JOHNSON	HQ-796	PROVIDED BY OTS-RC	PROVIDED BY OTS-RC
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