

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

JOHN BEL EDWARDS  
GOVERNOR



KEVIN JAMES  
CHAIRMAN

**POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY**

**POLICY NUMBER: 002**

**EFFECTIVE DATE: December 9, 2008**

**REVISED DATE: July 25, 2011; July 22, 2015, July 27, 2016, July 25, 2018,  
July 24, 2019**

### **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 Louisiana State Police (LSP), 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 LSP 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 LSP, Radio Communications
- Confirm access to LWIN is completed by LSP, 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

#### **Louisiana State Police (LSP), Radio Communications**

- Upon receipt of information, LSP, 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 LSP, 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 LSP, 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.

## **VI. Subscriber Unit Deprogramming and Radio ID Relinquishment**

When an agency discontinues use of any subscriber unit, it is the responsibility of that agency head to see to it that:

Each subscriber unit is completely deprogrammed before it is released from the agency's control, and LSP Radio Communications is notified that the subscriber unit(s) serial number and radio ID have been taken out of service and deprogrammed.

DATE

Kevin James, Chairman  
Statewide Interoperability Executive Committee  
7667 Independence Blvd.  
Baton Rouge, LA 70806

RE: Statewide System Access

Dear Mr. James:

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:**

LSP, Radio Communications  
 8667 Independence Blvd.  
 Baton Rouge, LA 70806  
 (225) 925-6036 Office  
 (225) 925-7003 Fax  
[radio.communications@la.gov](mailto: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*

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

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Baton Rouge, LA 70806

(225) 925-6036 Office

(225) 925-7003 Fax

[radio.communications@la.gov](mailto:radio.communications@la.gov)

**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 LSP-RC	PROVIDED BY LSP-RC
2	999BFG0001	XTL2500	MOTOROLA	HQ-790	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
3	999BFG0002	XTS5000	MOTOROLA	HQ-791	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
4	999BFG0003	XTL5000	MOTOROLA	HQ-792	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
5	8767B5004	EFJ-51SL	EF JOHNSON	HQ-793	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
6	8767B5005	EFJ-51SL	EF JOHNSON	HQ-794	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
7	8767B5006	EFJ5100	EF JOHNSON	HQ-795	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
8	8767B5007	EFJ5100	EF JOHNSON	HQ-796	PROVIDED BY LSP-RC	PROVIDED BY LSP-RC
9						
10						
11						
12						
13						
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15						
16						
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18						
19						
20						
21						
22						
23						
24						
25						

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## STATEWIDE SYSTEM ACCESS POLICY

**FCC 47 CFR Part 90.20 Public Safety Pool Eligible Entities List**

In accordance with established SIEC Policies and Louisiana's authorization by the FCC to operate a public safety trunked radio system using public safety frequencies (47 CFR Part 90.20 Public Safety Pool), the following are eligible to access the LWIN system:

1. Louisiana state military entities;
2. Louisiana state governmental entities;
3. Louisiana local governmental entities;
4. First responder entities within Louisiana;
5. Federal government first responders and military entities that operate within Louisiana in cooperation with and in support of state and local authorities;
6. First responder entities in bordering states that have a mutual aid agreement with first responders in Louisiana; and
7. Persons or organizations other than governmental entities when accompanied by a statement from the governmental entity having legal jurisdiction and discipline over the area to be served, supporting the request as follows:
  - a) Persons or organizations charged with specific law enforcement activities;
  - b) Persons or organizations charged with specific disaster response and relief activities;
  - c) Persons or organizations charged with specific firefighting or fire protection activities; and/or
  - d) Persons or organizations engaged in the delivery or rendition of emergency medical services for the provision of basic or advanced life support;
8. Ambulance companies regularly engaged in providing medical ambulance services;
9. Hospital establishments that offer services, facilities, and beds for use beyond 24 hours in rendering medical treatment;
10. Rescue organizations for the limited purpose of providing medical or rescue services;
11. Persons or organizations charged with specific emergency response and/or emergency management activities;
12. Persons or organizations operating school buses as authorized by the local school board; and
13. Critical infrastructure entities for the purpose of providing notification to and communication with public safety authorities.

**AGENCY REQUEST TO DISABLE OR DEPROGRAM RADIOS**

**SUBMISSION INSTRUCTIONS:**

Email: LWIN@LA.GOV & Radio.Communications@LA.GOV

In Accordance with Policy:

002 System Access

Form Location:

http://gohsep.la.gov/SIEC/LWIN

**PLEASE TYPE OR PRINT NEATLY**

Date:

<b>Agency:</b>		<b>Parish:</b>		<b>City:</b>	
<b>Requested By:</b>					
<i>Name:</i>		<i>Title:</i>			
<i>Phone:</i>		<i>Email:</i>			

**REASONS FOR DEPROGRAMMING**

***LOST OR STOLEN RADIO(S):** Radio will be inhibited for two weeks, and thereafter disabled from the P25 system. For security purposes this ID will no longer be used or re-issued.*

***RADIO(S) BROKEN OR DAMAGED BEYOND REPAIR:** Radio and ID will be removed from P25 system. For security purposes this ID will no longer be used or re-issued.*

***TRANSFER ID TO NEW RADIO(S):** Transfer of ID to new or replacement radios. If your request is that the ID be reprogrammed into another radio, use remarks to specify the new radio.*

***DEPROGRAMMING RADIO(S):** Radios being sent to surplus or transferred and no longer need access to the P25 system should be deprogrammed prior to transfer.*

#	RADIO SERIAL #	ID Number	Reason for Deprogramming	Remarks
1				
2				
3				
4				
5				
6				

Questions regarding this form should be directed to:

LSP, Radio Communications  
 (225) 925-6036 Office  
 Radio.Communications@la.gov

**AGENCY REQUEST TO DISABLE OR DEPROGRAM RADIOS**

#	RADIO SERIAL#	ID Number	Reason for Deprogramming	Remarks
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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LSP, Radio Communications  
(225) 925-6036 Office  
Radio.Communications@a.gov

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