Wireless Communication Commission (WCC)

Title 36: Technology

Part 101: Wireless Communication Commission (WCC)

Part 101 Chapter 1: PURCHASING GUIDELINES AND PROCEDURES

Introduction. Mississippi Code Section 25-53-171 establishes the Mississippi Wireless Communication Commission ("Commission") to plan and oversee the implementation of a statewide wireless communication system for use by all government entities in the state. To assist the Commission in achieving that goal, Mississippi Code Section 25-53-171 (4) gives the Commission, in conjunction with the Department of Information Technology Services, the authority and responsibility to approve all wireless communication purchases within the state and to set forth rules and regulations governing these purchases. In accordance with this charge, the Commission has established the following guidelines and procedures for the approval process.

Rule 1.1 WCC Purview
The following products and services fall within the purview of the WCC and the scope of these purchasing guidelines and procedures:

Technology	Examples
Radio Frequency	Voice: 2-way radio products and services Data: Public safety and emergency services data
Cellular	Voice: Standard cell phone products and services Data: Blackberry and other PDA devices, including GIS applications (AVL); high speed EVDO
Satellite	Voice: Primary voice system for MEMA, Wildlife; emergency voice for DEQ, Health, Transportation, Public Safety Data: Mobile units' use of satellites for Internet connectivity.
Traditional point-to-point high-speed data communication across physical locations using wireless access points	Data: Wireless communication among physical locations; multi-campus wireless point-to-point; Wi-Fi NOTE: Wireless networks within a building or contained to a single campus are NOT included in WCC purview.
IP/RF Dispatch and other hybrid systems	

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.2 Statewide Wireless Contracts
In June 2007, the Commission executed a turnkey agreement with Motorola for the implementation of a statewide digital trunked land mobile radio system to be known as the Mississippi Wireless Information Network (MSWIN). The Commission also sponsored and facilitated the establishment of a Master Cellular Agreement with Cellular South, executed in June 2007, for the procurement of cellular products and services.

These statewide contracts may be used by any state or local governmental entity, agency or department within the State of Mississippi for the purchase of wireless products and services as outlined below:

1. Use of the MSWIN Agreement
The MSWIN Agreement may be used as a purchase instrument by governmental entities as follows:

a. Any public entity may purchase subscriber and console equipment from the *Mobile, Portable, and Dispatch Console Units* list under the same rules and regulations as those outlined for the ITS 2-Way Radio EPL.
b. **Public entities desiring to join MSWIN**: To join MSWIN, the public entity must, in conjunction with the Wireless Communication Commission Governance Committee, develop and submit a Wireless Communication Plan (See Attachment A) to the Commission and receive the Commission's approval for that plan. The WCC will negotiate any necessary change orders required to the MSWIN contract to bring additional entities onto the system.

2. Use of the Master Cellular Agreement
Both ITS and the WCC have approved state agencies, institutions, and governing authorities to purchase products and services from the Master Cellular Agreement with Cellular South **without additional oversight by either body and without any dollar limit.**

State law requires state agencies and IHLs to procure cellular products and services from the Master Cellular Agreement. The Commission strongly encourages other public entities to utilize this contract.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.3 Purchases Outside the MSWIN and Master Cellular Agreements
To help achieve its legislated goal of effective wireless communication interoperability throughout the state, the Commission has set price thresholds for the review of wireless initiatives **outside** these statewide contracts **prior to any procurement commitment by the purchasing entity.**

The Commission encourages all entities to look for opportunities for interoperability with the MSWIN system when considering wireless communication procurements. The MSWIN system is designed to allow the use of any vendor's P25-compatible radio equipment. The Commission will work with any government body in the state considering radio system purchases to help ensure an appropriate level of interoperability, whether the entity chooses to purchase equipment from the MSWIN Agreement or to purchase P-25 compliant equipment from other vendors and manufacturers.

Purchasing thresholds for WCC review and approval of wireless communication purchases are outlined below.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.4 Purchasing Thresholds and Required Approvals

The Commission has delegated certain wireless procurements below defined cost thresholds to the purchasing entity and has also established a Wireless Communication Commission Procurement Review Committee ("Committee") to review purchases prior to or in lieu of full Commission review. The dollar thresholds and approval requirements for all wireless purchases, including those under and those outside the statewide wireless contracts, are set forth below.

Please note that cost ranges are lifecycle costs and should include both initial purchase costs and ongoing expenditures for a reasonable product lifecycle. Both equipment and service charges are included. Maintenance charges for existing equipment do not require WCC approval.

Also note that all approvals by the Committee or Commission are in **addition** to all requirements of public purchasing law and/or any required ITS approvals.

Radio:	**Cellular:**	**Other Wireless Purchases:**
To join the MSWIN system [voice and/or data]: Work with the appropriate WCC Committee(s) to develop Wireless Communication Plan. **Radio Purchases (including use of ITS 2-Way Radio EPL and Mobile, Portable, and Dispatch Console Equipment List from MSWIN contract):** • No Committee or Commission approval or review required up to	**Purchases from Master Cellular Agreement:** • No Committee or Commission approval or review required. • No dollar limit. **Purchases OUTSIDE Master Cellular Agreement:** • Must have ITS approval prior to presenting to WCC for ANY agency or IHL purchases outside the Master Agreement; • Committee approval required for any purchase	• No Committee or Commission approval or review required up to $100,000 per project or fiscal year; • Between $100,001 and $250,000 per project or per fiscal year requires review and approval of Committee; • Greater than $250,000 per project or fiscal year requires preliminary review by Committee and approval of Commission.

$100,000 per project or fiscal year; • Between $100,001 and $250,000 per project or per fiscal year requires review and approval of Committee; • Greater than $250,000 per project or fiscal year requires preliminary review by Committee and approval of Commission.	> $75,000 per fiscal year; • Committee review and Commission approval required for any purchase > $150,000 per fiscal year.	

Purchases for subsequent radio purchases for projects which have previously been approved by the Committee or Commission may be reviewed for approval as follows:

1. Subsequent radio purchases up to $100,000 per project or fiscal year may be reviewed for approval by the Executive Officer.
2. Subsequent radio purchases greater than $100,000 per project or fiscal year may be reviewed for approval by the Committee.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.5 Submission of Information for Approval

For wireless purchases requiring review and approval by the Committee or the full Commission, agencies and institutions under ITS purview should complete the applicable ITS Procurement Request Form. Local governments and other governing authorities not under ITS purview should complete the attached form for wireless purchases requiring Committee or Commission action.

Submit the appropriate form to: Wireless Communication Request, c/o ITS, 3771 Eastwood Drive, Jackson, MS 39211. Requests must be received no later than thirty (30) days prior to the date of the regularly scheduled WCC meeting, the first Thursday of each month, to be considered by the Commission and/or the Committee at that month's meeting. Requests for subsequent radio purchases for projects that have previously been approved by the Committee or Commission may be submitted to the Commission at any time during the month.

The WCC will return the form to the requesting entity after review, with the Commission's action noted. Where applicable, approved requests will be forwarded to ITS after Committee and/or Commission action.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.6 Emergency Procurements of Wireless Products and Services

A "state of emergency" or "local emergency" as defined in Miss. Code Ann. § 33-15-5 (f) and (g), must exist for such a procurement to be considered an emergency purchase by the Commission. In accordance with Miss. Code Ann. § 33-15-17(b) (1972), as interpreted by the Mississippi Attorney General (Op. No. 2002-0393, August 9, 2002), when any disaster occurs and has been declared in accordance with law, local governments have the power to enter into contracts and incur obligations "necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster." This power extends to the purchase and rental of equipment as well as the purchase of supplies and materials "without regard to time-consuming procedures and formalities prescribed by law" pertaining to such procurement.

1. Emergency Procurements by Local Governments: The Commission recognizes that the emergency management law, Miss. Code Ann. § 33-15-17(b) (1972), is the controlling authority and governs wireless communication purchases by local governments during declared emergencies under § 33-15-1 et seq. so long as emergency conditions giving rise to the need for the purchase (combat of the disaster, protection of health and safety of persons and property, and providing emergency assistance to disaster victims) remain in place. When such emergency needs for wireless communication procurement no longer exist, the emergency authority to procure such equipment without compliance with other applicable state law ends as well.

2. Emergency Procurements by State Agencies: With regard to state agency emergency procurement, the Emergency Management Law, Miss. Code Ann. Section 33-15-11(b)(17)(1) (1972), requires that the Governor suspend provisions of state laws, rules or regulations prescribing procedures for the conduct of state business before such procedures may be dispensed with. He may do this if strict compliance with the provisions of such procurement statutes, orders, rules or regulation would "in any way" prevent, hinder or delay necessary action in coping with a disaster. When the Governor exercises this authority to suspend public procurement laws for state agencies, the Commission recognizes that the Governor's Order regarding such suspension is the controlling authority and governs wireless communication purchases for the duration of his order. When the Governor lifts the suspension of these rules, the emergency authority to procure such equipment without compliance with other applicable state law ends as well.

3. Reporting Requirements for Emergency Procurements: The Commission requires that any state agency or local government procuring wireless communication technology, as defined herein, under the authority of Miss. Code Ann. § 33-15-17(b) or the exercise of the Governor's authority under 33-15-11(b)(17)(1) (1972), follow the state and federal laws otherwise applicable. The Commission directs the purchasing entity to strongly consider a temporary solution to the emergency need for wireless communication, to be followed by a competitive process for the selection of a permanent solution in accordance with all applicable statutes and the Commission's rules. For emergency purchases of wireless technology costing more than $100,000, the purchasing entity also shall, within thirty days of the acquisition, inform the Commission of such emergency purchase or

rental, the precise nature of the emergency necessitating the purchase or rental, the exact equipment purchased or rented and its cost.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.7 For Assistance

For assistance with a wireless procurement, contact the ITS Procurement Help Desk at 601-576-HELP (576-4357).

Source: Mississippi Code Ann. 25-53-171(4)

Attachment A

Wireless Communication Plan

[NOTE: Content and format to be developed by QA Consultant and Governance Committee]

Part 101 Chapter 2: PUBLIC RECORDS

Rule 2.1 Public Records

Proposals, books, records, papers, or other documentary materials, regardless of physical form or characteristics, in use, prepared, possessed or retained by the WCC for use in the conduct of its business are public records under Mississippi law and are subject to disclosure to any person making a request thereof, according to the procedures documented below.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.2 Submission of Requests

All requests for information under the Public Records Act must be submitted in writing to:

Executive Manager
Mississippi Wireless Communication Commission
412 East Woodrow Wilson Avenue, Mail Stop 6601
Jackson, MS 39216-1405

RE: PUBLIC RECORDS REQUEST

Please Note: No verbal or telephone requests can be accepted for either standard documents or special requests. Because payment must be submitted with the request, no email requests can be accepted.

For documents listed on the attached Schedule of Fees under "Standard Documents," each request must be accompanied by payment in the amount specified on the payment schedule.

For any special request (i.e. any request for information not included in the list of Standard Documents), the request must be accompanied by payment in the amount of $60 to cover the first hour of staff time involved in evaluation and research of the request. This payment is non-refundable and is applied toward the total actual cost of filling the public records request.

Requests not accompanied by payment in the amount specified for Standard Documents or in the amount of $60 for special requests will be closed within ten (10) Working Days of the date of notification to the requestor, if payment is not received. "Working Days" as used herein means Monday through Friday but excludes State recognized holidays mandated by Mississippi Code Annotated, Section 3-3-7 (1972), other holidays identified in holiday proclamations published or distributed by the Mississippi Secretary of State, and any other day the offices of state agencies are officially closed for business.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.3 Timetable for Processing

Upon receipt of a written request accompanied by the appropriate initial payment as described above, the WCC will provide the requested Standard Document within seven (7) Working Days, or, for special requests, will furnish the requestor within seven (7) Working Days a cost estimate and projected schedule for providing the information included in the request. When payment in the amount of the estimated remaining balance is received from the requestor, WCC will provide the requested information.

The WCC staff will make a good faith effort to provide the requested information within 14 Working Days after payment is received. Note, however, that if Third Party Information is requested, additional time will be required to notify the Third Party and to provide this party the opportunity to protect any confidential information. The WCC cannot accept payment for the balance of the request until the deadline for obtaining a court order to block release of Third Party Information has passed. (See discussion of Third Party Information below).

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.4 Information on Proposal Results

All information and documents applicable to a request for proposals and awarded contracts, including proposals received, will be available to any business or person via the submission of a public records request as outlined in this policy. Proposal information will be handled as described below under Third Party Information.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.5 Third Party Information

The WCC receives certain information from Third Parties that may be confidential. In compliance with the Mississippi Public Records Act of 1983 [Section 25-61-9(1), Mississippi Code Ann. 1972, as amended], trade secrets or confidential commercial or financial information is not released until notice has been given to the party submitting the information. When the WCC receives a request to release Third Party Information, the owner of this information is notified of the name and address of the party requesting the information and the nature of the information requested. The requestor also receives a copy of this notification. The owner of the information is given ten (10) Working Days to obtain a court order protecting the information as confidential.

If a court order is delivered to the WCC by this deadline, the WCC will notify the requestor that the information is protected and cannot be furnished. If a court order is not obtained or if portions of the information are excluded from the court order, the WCC releases all information not protected to the requestor once the deadline has passed and payment for the information has been received from the requestor.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.6 Assessment of Costs to Requestor

Payment for information requested must be made in advance and must be sufficient to cover the actual costs for the WCC and/or the customer agency/institution to furnish the information. Such costs include, but are not limited to, staff and/or counsel time to evaluate and research the request, to retrieve any relevant files, to organize the information, to notify any Third Parties, to develop a cost estimate and schedule, to reproduce the material, and to deliver the information requested.

Payment must be in the form of a certified check, money order, or corporate check made payable to the WCC for the amount specified. No cash or personal checks can be accepted.
Should the actual cost of producing the requested information exceed the estimate provided, the requestor will be notified of the additional amount due before the WCC provides the information.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.7 Requests for Standard Documents

In order to save time and expense to the requestor, the WCC has established a list of standard documents and rates for frequently requested information. The list of these documents and associated costs are in the Standard Documents portion of the Schedule of Fees shown below. It is not necessary to send the $60 evaluation and research fee for Standard Documents.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.8 Special Requests

When a public records request is received for information not on the list of Standard Documents, the WCC staff will evaluate the request; research the project file and other sources to see what information is available and in what format the information is stored; and estimate the effort that will be required to reproduce the information. This research may require the retrieval of files that

have been archived or the search of electronic records. The WCC staff will then prepare a schedule and estimated cost for the public records request, based upon the volume of the information, the format in which the information is stored, and whether or not Third Party Information has been requested. The requestor must provide a payment of $60 with the public records request to cover the first hour of staff time involved in researching the request, retrieving files, and preparing the estimate. This payment is non-refundable if the requestor decides not to proceed with the request after receiving the schedule and estimated cost.

Please note that the following types of public records requests tend to require additional research and staff time and can have significant cost associated with filling the request:

1. Requests with Large and/or Nonspecific Scope:
The less defined and/or more inclusive the scope of the public records request, the more documents and files have to be searched and evaluated by the WCC staff. For example, wording in requests asking for "all records, papers, documents, messages, correspondence, notes, etc. related to this or similar projects" is extremely open-ended and requires staff to interpret what time-frame, sources of information, and project files are reasonable to research and evaluate. The wider the "net," the greater the effort required, and, thus, the greater the cost to the requestor.

2. Postponing a Request:
Sometimes the requestor will submit a public records request and then not respond with payment during the required time frame once the schedule and estimate are provided. If the requestor later decides to proceed with the request, the WCC staff must again locate the information and develop a new schedule and cost estimate. The requestor must submit a new request with the $60 initial payment.

3. Delays in Requesting Information:
Project files may be archived off-site after a reasonable time period. Requests for information on projects for which a contract has been signed for several months are typically more expensive to respond to than requests for information on projects that have been recently awarded.
The WCC reserves the right to use temporary personnel and services, the cost of which will be passed on to the requestor, if sufficient in-house personnel are not available to respond to the request in a timely manner.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.9 Schedule of Fees:
The charges for the WCC to fulfill public records requests are based upon the following:

Standard Documents:	
Printed Copy of RFPs	$25, plus actual cost of reproducing any oversized diagrams or other special attachments

Copy of RFPs on CD in Microsoft Word format	$25 for Word document; any oversized diagrams or other special attachments will be reproduced on paper or electronically at actual cost
Paper copy of a project contract, excluding confidential exhibits	$25
Special Requests and Variable Costs:	
Evaluation & research payment (Due with the submission of Public Records requests for special requests and is applied toward the actual cost of filling the Public Records request)	$60
Fees for fulfilling Special Requests, based on the expense categories below:	Quoted individually upon receipt of written request and $60 evaluation and research payment (above).
In-house photocopies	$0.20 per page (paper/copier fee); actual cost for color copies
CD (with .doc, .xls, or .pdf files of requested information)	$5.00 per CD (media fee)
Postage, UPS, Federal Express*	Actual cost
Staff time	Actual staff time required to provide all services to fulfill the Public Records request, including but not limited to researching; providing notifications; and compiling, copying, scanning, and delivering requested information, at staff members' hourly rates ($60 - $75 per hour)
Computer processing	Actual Cost
Temporary agency personnel*	Actual Cost
Reproduction cost by outside print facility*	Actual Cost

Attorney time	Actual Cost

*** The WCC may request that payments for outside services be made by the requestor directly to the company or person providing the services.**
Acceptable Forms of Payment:

1. Corporate Check
2. Certified Check
3. Money Order

No cash or personal checks can be accepted.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 3: MSWIN PTT USER FEE

Rule 3.1 Purpose:

REPEALED Effective 07/13/2012

Part 101 Chapter 4: ENCRYPTION

Rule 4.1 Purpose:

The purpose of this policy is to establish guidelines for encryption of PTT devices and talk groups.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 4.2 Background:

1. The Mississippi Wireless Communication Commission (WCC) is implementing a statewide survivable, reliable, interoperable wireless communication system known as the Mississippi Wireless Information Network (MSWIN).

2. The MSWIN is equipped with over-the-air rekeying (OTAR) capabilities allowing authorized encrypted PTT devices (subscriber units) to be rekeyed over the air without physically touching the device. Encryption keys must initially be loaded locally with 'Key Loader'.

3. Vendors may offer proprietary encryption software in their equipment as a no-cost option. The proprietary nature of the software will not allow the use of the

over the air re-keying feature or interoperability with other vendor's devices in the encryption mode.

4. The use of vendor specific proprietary encryption software limits users' choices for PTT devices and other equipment to that vendor.

5. The WCC has adopted the AES encryption software as the preferred system encryption software and discourages the use of vender proprietary encryption software.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 4.3 Procedure:

1. The user must notify the MSWIN Liaison of the user's desire to encrypt the operation of PTT devices.

   A. The notification will include the number of talk groups, the type of encryption, and the device identification.
   B. The user must state if encryption will be operator selected or the talk groups will be in encrypted mode full-time.
   C. Non-AES encrypted devices must be programmed for operator selection only.

2. Special event talk groups will not be encrypted.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 5: NARROW BAND – TDMA SUBSCRIBER DEVICES

Rule 5.1 Purpose:

The purpose of this policy is to establish guidelines for use of FDMA and TDMA subscriber devices on MSWIN.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 5.2 Background:

1. The Mississippi Wireless Communication Commission (WCC) is implementing a statewide survivable, reliable, interoperable wireless communication system known as the Mississippi Wireless Information Network (MSWIN).

2. The WCC adopted the P-25 Phase 2 TDMA narrow banding technology and will retro-fit existing equipment or install TDMA equipment upon availability, anticipated to be June 2012.

3. TDMA will increase the capacity for existing tower equipment two fold with minimal expense.

4. Multiple Vendors offer P-25 Phase 2 ready subscriber equipment as well as P-25 Phase 2 capable (up-gradable) subscriber units.

Source: Mississippi Code Ann. 25-53-171(4)

5.3 Procedure:

1. New subscriber or other equipment purchased for operation on the MSWIN must be TDMA capable or equipped.

2. Users operating TDMA capable devices, on MSWIN, must upgrade the devices within 90 days of notification that MSWIN has initialized TDMA.

3. Users operating non-TDMA capable devices, on MSWIN, must contact the MSWIN Liaison and cooperate in the development of a migration or usage plan to minimize the capacity impact of the continued use of the non-TDMA devices on the MSWIN system.

4. Users operating non-TDMA capable devices, with MSWIN special event talk groups, for emergency or short term event interoperability, must contact the MSWIN Liaison and agree to specific use guidelines.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 6 – MSWIN INTEROPERABILITY PATCH

Rule 6.1 Purpose:

The purpose of this policy is to define a Mississippi Wireless Information Network (MSWIN) Interoperability Patch and establish operational procedures.

Source: Mississippi Code ANN. 25-53-171(4)

Rule 6.2 Background:

Patching the MSWIN system for normal operations creates a high risk of degrading the availability of both the MSWIN and agency's resources. Patching to MSWIN will be strictly monitored and controlled. The implementation and operation of the patch hardware, interface, radio, labor, etc. is the responsibility of the requesting agency. The MSWIN network manager will assign talk groups during large events, including training sessions, requiring more talk group resources than is available from the regional special event talk groups, including the state-wide special event talk group.

1. A MSWIN Patch is defined as an interface between the MSWIN system and any non-MSWIN radio or audio source to provide audio communications between disparate systems, or connecting two or more MSWIN talk groups.

    A. Patching can interconnect the MSWIN to a PBX or other telephone system, cell systems, the internet, satellite phones or another agency's communication system.

    B. In most cases network patches can be accomplished through dispatch consoles or external gateway devices.

2. Approved MSWIN Patches

    A. Temporarily Established Patches

        a. A patch for a specific event and disconnected at the conclusion of that event.

i. Example 1: Patching a channel from an agency responding from out of state to a MSWIN agency talkgroup.
ii. Example 2: A high speed pursuit crossing jurisdictional line requiring talkgroups from different law enforcement agencies to be patched to MSWIN.

B. Permanently Established Patch

a. Patch is set up without regard to an event, designed to remain in place with no time frame for disconnecting.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.3 Procedure:

1. Any agency or private sector emergency response organization desiring to operate on MSWIN or having access to Special Event talk groups, will, through an authorized representative, execute the Mississippi Interoperability Channel Plan (MICP) Memorandum of Understanding prior to the issuance of system identification numbers.

2. The MSWIN network manager will be notified prior to the use of the state-wide special event talk groups. In the event of an emergency the network manager will be notified as soon as possible.

3. Depending on the event regional MSWIN special event talk groups should be utilized prior to state-wide MSWIN special event talk groups.

4. Temporarily Established Patches

A. No prior approval is required for MSWIN member agencies establishing temporary patches to their <u>own</u> talk groups.

B. The MSWIN network manager will be notified of any temporary patch in place for more than twelve hours.

C. The patch must function in a technically and operationally consistent manner.

a. The release time between messages should be less than 4 seconds.
b. The audio quality should be a close representation of the original audio as heard on a typical subscriber radio.
c. The audio shall be free of hum, clicks, or other extraneous noise.
d. There shall be no clipping of the first syllables or loss of audio through the patch.

D. The agency will continuously monitor and respond to calls on the patch.

E. Although necessary, patches have the ability to degrade the performance of the MSWIN system, as such; agencies are requested to disconnect temporary patches as soon as possible.

5. Permanent Patches

A. The MSWIN network manager must approve permanent patches prior to implementation. The possible impact on the MSWIN Grade of Service (GOS) and other users will be considered prior to the approval.

B. Permanent patches are to remain active at all times on the talk groups specified within the MOU. This requirement is to provide the users with a consistent and functioning communications path.

C. When utilizing external patching devices or bridging equipment such as an ACR 1000, only one talk patch will be programmed into a permanently patched MSWIN interface radio.

D. The patch must function in a technically and operationally and consistent manner. Guidelines in section 4A – 4C.d are applicable for permanent patches.

6. Network Patch Communications Request

A. When an agency needs to perform a temporary/permanent patch lasting more than twelve hours to MSWIN, requiring no MSWIN assistance, the agency must provide the MSWIN manager the following:

- Agency requesting network patch.
- Contact information for the requesting agency.
- Reason for request/event type description.
- Details of the patch including the types of systems. Frequencies, or talk groups.
- All involved agencies requiring interoperability.
- Expected duration of event.
- Bridging equipment physical locations.

B. Agency to MSWIN requiring MSWIN assistance

a. Agencies may request use of the technical resources from MSWIN by providing the information as required in Section 6A.

C. The National Incident Management System (NIMS) procedures should be followed by the Incident Commander and MSWIN personnel.

a. Avoid using an agency's primary dispatch channel.
b. Require participating agencies to check in at the command post and provide portable radios and frequency/talk group channels for use during the incident to the Communication Unit Leader (COML).
c. Assign radio call sign/designator information to connected agencies.
d. Instruct MSWIN on where to setup and operate the tactical equipment if assigned.
e. Inform MSWIN personnel which agencies are participating.
f. Provide MSWIN with agency provided radios and an Incident Command Structure (ICS).
g. Confer with MSWIN personnel concerning what command level or other specific talk groups should be patched.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.4 Network Patch Deactivation

1. When interoperable communications are no longer required, agencies should follow these guidelines:

   A. The Incident Commander or designee shall:

      a. Make an announcement on the command channel to all, advising them that the network patch is being deactivated.
      b. Contact the MSWIN or console operator to shut down the network patch.

2. Individual agencies are responsible for retrieving the portable radios and associated equipment provided during the operation.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.5 Problem ID and Resolution

1. If an issue or problem is identified during the network patch, the MSWIN network manager will determine who will take corrective action. If the issue or problem cannot be identified, the network manager shall contact the appropriate technical personnel.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.6 Network Patch Test Procedures

1. To ensure that equipment components of the network patch operate properly, each agency will test their resources according to their agency's individual policies and procedures. Below are recommended procedures:
   A. Representatives from each agency should meet on a regular basis to test communications.
   B. Testing should include deployment, setup, operation, and deactivation of the network patch.
   C. Agency representatives should arrive at the test location to test their ability to communicate with other agencies utilizing the patch.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.7 Grade of Service

1. If a patch negatively impacts the MSWIN GOS, MSWIN may remotely disable a patch after attempting to rectify the problem and in the case of a permanent patch only after 30 days written notice.
2. In the event of an emergency, as determined by the MSWIN network manager, the patch radios will be immediately disabled. The MSWIN network manager will make a good faith effort to notify the agency.

Source: Mississippi Code Ann. 25-53-171(4)

Wireless Communication Commission (WCC)
~~Purchasing Guidelines and Procedures~~
~~for Wireless Products and Services~~

Title 36: Technology

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Part 101 Chapter 1: PURCHASING GUIDELINES AND PROCEDURES

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Satellite	Voice: Primary voice system for MEMA, Wildlife; emergency voice for DEQ, Health, Transportation, Public Safety Data: Mobile units' use of satellites for Internet connectivity.
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These statewide contracts may be used by any state or local governmental entity, agency or department within the State of Mississippi for the purchase of wireless products and services as outlined below:

1. Use of the MSWIN Agreement
The MSWIN Agreement may be used as a purchase instrument by governmental entities as follows:

c. Any public entity may purchase subscriber and console equipment from the *Mobile, Portable, and Dispatch Console Units* list under the same rules and regulations as those outlined for the ITS 2-Way Radio EPL.
d. **Public entities desiring to join MSWIN**: To join MSWIN, the public entity must, in conjunction with the Wireless Communication Commission Governance Committee, develop and submit a Wireless Communication Plan (See Attachment A) to the Commission and receive the Commission's approval for that plan. The WCC will negotiate any necessary change orders required to the MSWIN contract to bring additional entities onto the system.

2. Use of the Master Cellular Agreement
Both ITS and the WCC have approved state agencies, institutions, and governing authorities to purchase products and services from the Master Cellular Agreement with Cellular South **without additional oversight by either body and without any dollar limit.**

State law requires state agencies and IHLs to procure cellular products and services from the Master Cellular Agreement. The Commission strongly encourages other public entities to utilize this contract.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.3 Purchases Outside the MSWIN and Master Cellular Agreements
To help achieve its legislated goal of effective wireless communication interoperability throughout the state, the Commission has set price thresholds for the review of wireless initiatives **outside** these statewide contracts **prior to any procurement commitment by the purchasing entity.**

The Commission encourages all entities to look for opportunities for interoperability with the MSWIN system when considering wireless communication procurements. The MSWIN system is designed to allow the use of any vendor's P25-compatible radio equipment. The Commission will work with any government body in the state considering radio system purchases to help ensure an appropriate level of interoperability, whether the entity chooses to purchase equipment from the MSWIN Agreement or to purchase P-25 compliant equipment from other vendors and manufacturers.

Purchasing thresholds for WCC review and approval of wireless communication purchases are outlined below.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.4 Purchasing Thresholds and Required Approvals

The Commission has delegated certain wireless procurements below defined cost thresholds to the purchasing entity and has also established a Wireless Communication Commission Procurement Review Committee ("Committee") to review purchases prior to or in lieu of full Commission review. The dollar thresholds and approval requirements for all wireless purchases, including those under and those outside the statewide wireless contracts, are set forth below.

Please note that cost ranges are lifecycle costs and should include both initial purchase costs and ongoing expenditures for a reasonable product lifecycle. Both equipment and service charges are included. Maintenance charges for existing equipment do not require WCC approval.

Also note that all approvals by the Committee or Commission are in **addition** to all requirements of public purchasing law and/or any required ITS approvals.

Radio:	**Cellular:**	**Other Wireless Purchases:**
To join the MSWIN system [voice and/or data]: Work with the appropriate WCC Committee(s) to develop Wireless Communication Plan. **Radio Purchases (including use of ITS 2-Way Radio EPL and Mobile, Portable, and Dispatch Console Equipment List from MSWIN contract):** • No Committee or Commission approval or review required up to	**Purchases from Master Cellular Agreement:** • No Committee or Commission approval or review required. • No dollar limit. **Purchases OUTSIDE Master Cellular Agreement:** • Must have ITS approval prior to presenting to WCC for ANY agency or IHL purchases outside the Master Agreement; • Committee approval required for any purchase	• No Committee or Commission approval or review required up to $100,000 per project or fiscal year; • Between $100,001 and $250,000 per project or per fiscal year requires review and approval of Committee; • Greater than $250,000 per project or fiscal year requires preliminary review by Committee and approval of Commission.

$100,000 per project or fiscal year; • Between $100,001 and $250,000 per project or per fiscal year requires review and approval of Committee; • Greater than $250,000 per project or fiscal year requires preliminary review by Committee and approval of Commission.	> $75,000 per fiscal year; • Committee review and Commission approval required for any purchase > $150,000 per fiscal year.	

Purchases for subsequent radio purchases for projects which have previously been approved by the Committee or Commission may be reviewed for approval as follows:

1. Subsequent radio purchases up to $100,000 per project or fiscal year may be reviewed for approval by the Executive Officer.
2. Subsequent radio purchases greater than $100,000 per project or fiscal year may be reviewed for approval by the Committee.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.5 Submission of Information for Approval

For wireless purchases requiring review and approval by the Committee or the full Commission, agencies and institutions under ITS purview should complete the applicable ITS Procurement Request Form. Local governments and other governing authorities not under ITS purview should complete the attached form for wireless purchases requiring Committee or Commission action.

Submit the appropriate form to: Wireless Communication Request, c/o ITS, 3771 Eastwood Drive, Jackson, MS 39211. Requests must be received no later than thirty (30) days prior to the date of the regularly scheduled WCC meeting, the first Thursday of each month, to be considered by the Commission and/or the Committee at that month's meeting. Requests for subsequent radio purchases for projects that have been previously approved by the Committee or Commission may be submitted to the Commission at any time during the month.

The WCC will return the form to the requesting entity after review, with the Commission's action noted. Where applicable, approved requests will be forwarded to ITS after Committee and/or Commission action.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.6 Emergency Procurements of Wireless Products and Services

A "state of emergency" or "local emergency" as defined in Miss. Code Ann. § 33-15-5 (f) and (g), must exist for such a procurement to be considered an emergency purchase by the Commission. In accordance with Miss. Code Ann. § 33-15-17(b) (1972), as interpreted by the Mississippi Attorney General (Op. No. 2002-0393, August 9, 2002), when any disaster occurs and has been declared in accordance with law, local governments have the power to enter into contracts and incur obligations "necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster." This power extends to the purchase and rental of equipment as well as the purchase of supplies and materials "without regard to time-consuming procedures and formalities prescribed by law" pertaining to such procurement.

1. Emergency Procurements by Local Governments: The Commission recognizes that the emergency management law, Miss. Code Ann. § 33-15-17(b) (1972), is the controlling authority and governs wireless communication purchases by local governments during declared emergencies under § 33-15-1 et seq. so long as emergency conditions giving rise to the need for the purchase (combat of the disaster, protection of health and safety of persons and property, and providing emergency assistance to disaster victims) remain in place. When such emergency needs for wireless communication procurement no longer exist, the emergency authority to procure such equipment without compliance with other applicable state law ends as well.

2. Emergency Procurements by State Agencies: With regard to state agency emergency procurement, the Emergency Management Law, Miss. Code Ann. Section 33-15-11(b)(17)(1) (1972), requires that the Governor suspend provisions of state laws, rules or regulations prescribing procedures for the conduct of state business before such procedures may be dispensed with. He may do this if strict compliance with the provisions of such procurement statutes, orders, rules or regulation would "in any way" prevent, hinder or delay necessary action in coping with a disaster. When the Governor exercises this authority to suspend public procurement laws for state agencies, the Commission recognizes that the Governor's Order regarding such suspension is the controlling authority and governs wireless communication purchases for the duration of his order. When the Governor lifts the suspension of these rules, the emergency authority to procure such equipment without compliance with other applicable state law ends as well.

3. Reporting Requirements for Emergency Procurements: The Commission requires that any state agency or local government procuring wireless communication technology, as defined herein, under the authority of Miss. Code Ann. § 33-15-17(b) or the exercise of the Governor's authority under 33-15-11(b)(17)(1) (1972), follow the state and federal laws otherwise applicable. The Commission directs the purchasing entity to strongly consider a temporary solution to the emergency need for wireless communication, to be followed by a competitive process for the selection of a permanent solution in accordance with all applicable statutes and the Commission's rules. For emergency purchases of wireless technology costing more than $100,000, the purchasing entity also shall, within thirty days of the acquisition, inform the Commission of such emergency purchase or

rental, the precise nature of the emergency necessitating the purchase or rental, the exact equipment purchased or rented and its cost.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 1.7 For Assistance
For assistance with a wireless procurement, contact the ITS Procurement Help Desk at 601-576-HELP (576-4357).

Source: Mississippi Code Ann. 25-53-171(4)

Attachment A

Wireless Communication Plan

[NOTE: Content and format to be developed by QA Consultant and Governance Committee]

Part 101 Chapter 2: PUBLIC RECORDS

Rule 2.1 Public Records

Proposals, books, records, papers, or other documentary materials, regardless of physical form or characteristics, in use, prepared, possessed or retained by the WCC for use in the conduct of its business are public records under Mississippi law and are subject to disclosure to any person making a request thereof, according to the procedures documented below.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.2 Submission of Requests

All requests for information under the Public Records Act must be submitted in writing to:

Executive Manager
Mississippi Wireless Communication Commission
412 East Woodrow Wilson Avenue, Mail Stop 6601
Jackson, MS 39216-1405

RE: PUBLIC RECORDS REQUEST

Please Note: No verbal or telephone requests can be accepted for either standard documents or special requests. Because payment must be submitted with the request, no email requests can be accepted.

For documents listed on the attached Schedule of Fees under "Standard Documents," each request must be accompanied by payment in the amount specified on the payment schedule.

For any special request (i.e. any request for information not included in the list of Standard Documents), the request must be accompanied by payment in the amount of $60 to cover the first hour of staff time involved in evaluation and research of the request. This payment is non-refundable and is applied toward the total actual cost of filling the public records request.

Requests not accompanied by payment in the amount specified for Standard Documents or in the amount of $60 for special requests will be closed within ten (10) Working Days of the date of notification to the requestor, if payment is not received. "Working Days" as used herein means Monday through Friday but excludes State recognized holidays mandated by Mississippi Code Annotated, Section 3-3-7 (1972), other holidays identified in holiday proclamations published or distributed by the Mississippi Secretary of State, and any other day the offices of state agencies are officially closed for business.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.3 Timetable for Processing

Upon receipt of a written request accompanied by the appropriate initial payment as described above, the WCC will provide the requested Standard Document within seven (7) Working Days, or, for special requests, will furnish the requestor within seven (7) Working Days a cost estimate and projected schedule for providing the information included in the request. When payment in the amount of the estimated remaining balance is received from the requestor, WCC will provide the requested information.

The WCC staff will make a good faith effort to provide the requested information within 14 Working Days after payment is received. Note, however, that if Third Party Information is requested, additional time will be required to notify the Third Party and to provide this party the opportunity to protect any confidential information. The WCC cannot accept payment for the balance of the request until the deadline for obtaining a court order to block release of Third Party Information has passed. (See discussion of Third Party Information below).

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.4 Information on Proposal Results

All information and documents applicable to a request for proposals and awarded contracts, including proposals received, will be available to any business or person via the submission of a public records request as outlined in this policy. Proposal information will be handled as described below under Third Party Information.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.5 Third Party Information

The WCC receives certain information from Third Parties that may be confidential. In compliance with the Mississippi Public Records Act of 1983 [Section 25-61-9(1), Mississippi Code Ann. 1972, as amended], trade secrets or confidential commercial or financial information is not released until notice has been given to the party submitting the information. When the WCC receives a request to release Third Party Information, the owner of this information is notified of the name and address of the party requesting the information and the nature of the information requested. The requestor also receives a copy of this notification. The owner of the information is given ten (10) Working Days to obtain a court order protecting the information as confidential.

If a court order is delivered to the WCC by this deadline, the WCC will notify the requestor that the information is protected and cannot be furnished. If a court order is not obtained or if portions of the information are excluded from the court order, the WCC releases all information not protected to the requestor once the deadline has passed and payment for the information has been received from the requestor.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.6 Assessment of Costs to Requestor

Payment for information requested must be made in advance and must be sufficient to cover the actual costs for the WCC and/or the customer agency/institution to furnish the information. Such costs include, but are not limited to, staff and/or counsel time to evaluate and research the request, to retrieve any relevant files, to organize the information, to notify any Third Parties, to develop a cost estimate and schedule, to reproduce the material, and to deliver the information requested.

Payment must be in the form of a certified check, money order, or corporate check made payable to the WCC for the amount specified. No cash or personal checks can be accepted.
Should the actual cost of producing the requested information exceed the estimate provided, the requestor will be notified of the additional amount due before the WCC provides the information.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.7 Requests for Standard Documents

In order to save time and expense to the requestor, the WCC has established a list of standard documents and rates for frequently requested information. The list of these documents and associated costs are in the Standard Documents portion of the Schedule of Fees shown below. It is not necessary to send the $60 evaluation and research fee for Standard Documents.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.8 Special Requests

When a public records request is received for information not on the list of Standard Documents, the WCC staff will evaluate the request; research the project file and other sources to see what information is available and in what format the information is stored; and estimate the effort that will be required to reproduce the information. This research may require the retrieval of files that

have been archived or the search of electronic records. The WCC staff will then prepare a schedule and estimated cost for the public records request, based upon the volume of the information, the format in which the information is stored, and whether or not Third Party Information has been requested. The requestor must provide a payment of $60 with the public records request to cover the first hour of staff time involved in researching the request, retrieving files, and preparing the estimate. This payment is non-refundable if the requestor decides not to proceed with the request after receiving the schedule and estimated cost.

Please note that the following types of public records requests tend to require additional research and staff time and can have significant cost associated with filling the request:

1. Requests with Large and/or Nonspecific Scope:
The less defined and/or more inclusive the scope of the public records request, the more documents and files have to be searched and evaluated by the WCC staff. For example, wording in requests asking for "all records, papers, documents, messages, correspondence, notes, etc. related to this or similar projects" is extremely open-ended and requires staff to interpret what time-frame, sources of information, and project files are reasonable to research and evaluate. The wider the "net," the greater the effort required, and, thus, the greater the cost to the requestor.

2. Postponing a Request:
Sometimes the requestor will submit a public records request and then not respond with payment during the required time frame once the schedule and estimate are provided. If the requestor later decides to proceed with the request, the WCC staff must again locate the information and develop a new schedule and cost estimate. The requestor must submit a new request with the $60 initial payment.

3. Delays in Requesting Information:
Project files may be archived off-site after a reasonable time period. Requests for information on projects for which a contract has been signed for several months are typically more expensive to respond to than requests for information on projects that have been recently awarded.
The WCC reserves the right to use temporary personnel and services, the cost of which will be passed on to the requestor, if sufficient in-house personnel are not available to respond to the request in a timely manner.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 2.9 Schedule of Fees:
The charges for the WCC to fulfill public records requests are based upon the following:

Standard Documents:	
Printed Copy of RFPs	$25, plus actual cost of reproducing any oversized diagrams or other special attachments

Copy of RFPs on CD in Microsoft Word format	$25 for Word document; any oversized diagrams or other special attachments will be reproduced on paper or electronically at actual cost
Paper copy of a project contract, excluding confidential exhibits	$25
Special Requests and Variable Costs:	
Evaluation & research payment (Due with the submission of Public Records requests for special requests and is applied toward the actual cost of filling the Public Records request)	$60
Fees for fulfilling Special Requests, based on the expense categories below:	Quoted individually upon receipt of written request and $60 evaluation and research payment (above).
In-house photocopies	$0.20 per page (paper/copier fee); actual cost for color copies
CD (with .doc, .xls, or .pdf files of requested information)	$5.00 per CD (media fee)
Postage, UPS, Federal Express*	Actual cost
Staff time	Actual staff time required to provide all services to fulfill the Public Records request, including but not limited to researching; providing notifications; and compiling, copying, scanning, and delivering requested information, at staff members' hourly rates ($60 - $75 per hour)
Computer processing	Actual Cost
Temporary agency personnel*	Actual Cost
Reproduction cost by outside print facility*	Actual Cost

Attorney time	Actual Cost

*** The WCC may request that payments for outside services be made by the requestor directly to the company or person providing the services.**
Acceptable Forms of Payment:

1. Corporate Check
2. Certified Check
3. Money Order

No cash or personal checks can be accepted.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 3: MSWIN PTT USER FEE

Rule 3.1 Purpose:

REPEALED Effective 07/13/2012

Part 101 Chapter 4 - ENCRYPTION

Rule 4.1 Purpose:

The purpose of this policy is to establish guidelines for encryption of PTT devices and talk groups.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 4.2 Background:

1. The Mississippi Wireless Communication Commission (WCC) is implementing a statewide survivable, reliable, interoperable wireless communication system known as the Mississippi Wireless Information Network (MSWIN).

2. The MSWIN is equipped with over-the-air rekeying (OTAR) capabilities allowing authorized encrypted PTT devices (subscriber units) to be rekeyed over the air without physically touching the device. Encryption keys must initially be loaded locally with 'Key Loader'.

3. Vendors may offer proprietary encryption software in their equipment as a no-cost option. The proprietary nature of the software will not allow the use of the

over the air re-keying feature or interoperability with other vendor's devices in the encryption mode.

4. The use of vendor specific proprietary encryption software limits users' choices for PTT devices and other equipment to that vendor.

5. The WCC has adopted the AES encryption software as the preferred system encryption software and discourages the use of vender proprietary encryption software.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 4.3 Procedure:

1. The user must notify the MSWIN Liaison of the user's desire to encrypt the operation of PTT devices.

   A.~~a.~~ The notification will include the number of talk groups, the type of encryption, and the device identification.
   B.~~b.~~ The user must state if encryption will be operator selected or the talk groups will be in encrypted mode full-time.
   C.~~c.~~ Non-AES encrypted devices must be programmed for operator selection only.

2. Special event talk groups will not be encrypted.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 5: – NARROW BAND – TDMA SUBSCRIBER DEVICES

Rule 5.1 Purpose:

The purpose of this policy is to establish guidelines for use of FDMA and TDMA subscriber devices on MSWIN.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 5.2 Background:

1.~~a.~~ The Mississippi Wireless Communication Commission (WCC) is implementing a statewide survivable, reliable, interoperable wireless communication system known as the Mississippi Wireless Information Network (MSWIN).

2.~~b.~~ The WCC adopted the P-25 Phase 2 TDMA narrow banding technology and will retro-fit existing equipment or install TDMA equipment upon availability, anticipated to be June 2012.

3.~~c.~~ TDMA will increase the capacity for existing tower equipment two fold with minimal expense.

4.~~d.~~ Multiple Vendors offer P-25 Phase 2 ready subscriber equipment as well as P-25 Phase 2 capable (up-gradable) subscriber units.

Source: Mississippi Code Ann. 25-53-171(4)

5.3 Procedure:

1.~~a.~~ New subscriber or other equipment purchased for operation on the MSWIN must be TDMA capable or equipped.

2.~~b.~~ Users operating TDMA capable devices, on MSWIN, must upgrade the devices within 90 days of notification that MSWIN has initialized TDMA.

3.~~c.~~ Users operating non-TDMA capable devices, on MSWIN, must contact the MSWIN Liaison and cooperate in the development of a migration or usage plan to minimize the capacity impact of the continued use of the non-TDMA devices on the MSWIN system.

~~4.d.~~ Users operating non-TDMA capable devices, with MSWIN special event talk groups, for emergency or short term event interoperability, must contact the MSWIN Liaison and agree to specific use guidelines.

Source: Mississippi Code Ann. 25-53-171(4)

Part 101 Chapter 6 – MSWIN INTEROPERABILITY PATCH

Rule 6.1 Purpose:

The purpose of this policy is to define a Mississippi Wireless Information Network (MSWIN) Interoperability Patch and establish operational procedures.

Source: Mississippi Code ANN. 25-53-171(4)

Rule 6.2 Background:

Patching the MSWIN system for normal operations creates a high risk of degrading the availability of both the MSWIN and agency's resources. Patching to MSWIN will be strictly monitored and controlled. The implementation and operation of the patch hardware, interface, radio, labor, etc. is the responsibility of the requesting agency. The MSWIN network manager will assign talk groups during large events, including training sessions, requiring more talk group resources than is available from the regional special event talk groups, including the state-wide special event talk group.

1. A MSWIN Patch is defined as an interface between the MSWIN system and any non-MSWIN radio or audio source to provide audio communications between disparate systems, or connecting two or more MSWIN talk groups.

   A. Patching can interconnect the MSWIN to a PBX or other telephone system, cell systems, the internet, satellite phones or another agency's communication system.

   B. In most cases network patches can be accomplished through dispatch consoles or external gateway devices.

2. Approved MSWIN Patches

   A. Temporarily Established Patches

      a. A patch for a specific event and disconnected at the conclusion of that event.

i. Example 1: Patching a channel from an agency responding from out of state to a MSWIN agency talkgroup.
ii. Example 2: A high speed pursuit crossing jurisdictional line requiring talkgroups from different law enforcement agencies to be patched to MSWIN.

B. Permanently Established Patch

a. Patch is set up without regard to an event, designed to remain in place with no time frame for disconnecting.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.3 Procedure:

1. Any agency or private sector emergency response organization desiring to operate on MSWIN or having access to Special Event talk groups, will, through an authorized representative, execute the Mississippi Interoperability Channel Plan (MICP) Memorandum of Understanding prior to the issuance of system identification numbers.

2. The MSWIN network manager will be notified prior to the use of the state-wide special event talk groups. In the event of an emergency the network manager will be notified as soon as possible.

3. Depending on the event regional MSWIN special event talk groups should be utilized prior to state-wide MSWIN special event talk groups.

4. Temporarily Established Patches

A. No prior approval is required for MSWIN member agencies establishing temporary patches to their own talk groups.

B. The MSWIN network manager will be notified of any temporary patch in place for more than twelve hours.

C. The patch must function in a technically and operationally consistent manner.

a. The release time between messages should be less than 4 seconds.
b. The audio quality should be a close representation of the original audio as heard on a typical subscriber radio.
c. The audio shall be free of hum, clicks, or other extraneous noise.
d. There shall be no clipping of the first syllables or loss of audio through the patch.

D. The agency will continuously monitor and respond to calls on the patch.

E. Although necessary, patches have the ability to degrade the performance of the MSWIN system, as such; agencies are requested to disconnect temporary patches as soon as possible.

5. Permanent Patches

A. The MSWIN network manager must approve permanent patches prior to implementation. The possible impact on the MSWIN Grade of Service (GOS) and other users will be considered prior to the approval.

B. Permanent patches are to remain active at all times on the talk groups specified within the MOU. This requirement is to provide the users with a consistent and functioning communications path.

C. When utilizing external patching devices or bridging equipment such as an ACR 1000, only one talk patch will be programmed into a permanently patched MSWIN interface radio.

D. The patch must function in a technically and operationally and consistent manner. Guidelines in section 4A – 4C.d are applicable for permanent patches.

6. Network Patch Communications Request

A. When an agency needs to perform a temporary/permanent patch lasting more than twelve hours to MSWIN, requiring no MSWIN assistance, the agency must provide the MSWIN manager the following:

- Agency requesting network patch.
- Contact information for the requesting agency.
- Reason for request/event type description.
- Details of the patch including the types of systems. Frequencies, or talk groups.
- All involved agencies requiring interoperability.
- Expected duration of event.
- Bridging equipment physical locations.

B. Agency to MSWIN requiring MSWIN assistance

a. Agencies may request use of the technical resources from MSWIN by providing the information as required in Section 6A.

C. The National Incident Management System (NIMS) procedures should be followed by the Incident Commander and MSWIN personnel.

a. Avoid using an agency's primary dispatch channel.
b. Require participating agencies to check in at the command post and provide portable radios and frequency/talk group channels for use during the incident to the Communication Unit Leader (COML).
c. Assign radio call sign/designator information to connected agencies.
d. Instruct MSWIN on where to setup and operate the tactical equipment if assigned.
e. Inform MSWIN personnel which agencies are participating.
f. Provide MSWIN with agency provided radios and an Incident Command Structure (ICS).
g. Confer with MSWIN personnel concerning what command level or other specific talk groups should be patched.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.4 Network Patch Deactivation

1. When interoperable communications are no longer required, agencies should follow these guidelines:

   A. The Incident Commander or designee shall:

      a. Make an announcement on the command channel to all, advising them that the network patch is being deactivated.
      b. Contact the MSWIN or console operator to shut down the network patch.

2. Individual agencies are responsible for retrieving the portable radios and associated equipment provided during the operation.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.5 Problem ID and Resolution

1. If an issue or problem is identified during the network patch, the MSWIN network manager will determine who will take corrective action. If the issue or problem cannot be identified, the network manager shall contact the appropriate technical personnel.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.6 Network Patch Test Procedures

1. To ensure that equipment components of the network patch operate properly, each agency will test their resources according to their agency's individual policies and procedures. Below are recommended procedures:
   A. Representatives from each agency should meet on a regular basis to test communications.
   B. Testing should include deployment, setup, operation, and deactivation of the network patch.
   C. Agency representatives should arrive at the test location to test their ability to communicate with other agencies utilizing the patch.

Source: Mississippi Code Ann. 25-53-171(4)

Rule 6.7 Grade of Service

1. If a patch negatively impacts the MSWIN GOS, MSWIN may remotely disable a patch after attempting to rectify the problem and in the case of a permanent patch only after 30 days written notice.
2. In the event of an emergency, as determined by the MSWIN network manager, the patch radios will be immediately disabled. The MSWIN network manager will make a good faith effort to notify the agency.

Source: Mississippi Code Ann. 25-53-171(4)