Document Section	3 – Configuration & Allocation	**Status**: SIEC Subcommittee Approval Date:
State Standard Number	**3.1.0**	
Standard Title	**SIRN Fleetmap Standards**	
Date Established	**12/21/2020**	**SIEC Approval**:
Replaces Document Dated	**NA**	
Date Revised/Reviewed		

1. Purpose or Objective

This policy defines the process for managing and maintaining SIRN fleetmap information to effectively manage the SIRN talkgroup database.

2. Technical Background

- **Capabilities**

The North Dakota Statewide Interoperability Radio Network (SIRN) operates a large number of talkgroups and multi-groups to support the various agencies that subscribe to the system.

The SIRN Fleetmap Database (Fleetmap) is a spreadsheet database of SIRN talkgroups programmed into the system infrastructure and into the subscriber radios to control how the radios behave on the SIRN. The Fleetmap contains the following detailed information:

County Name	County the talkgroup/multigroup belongs to
Jurisdiction	Municipality name (for non-County agencies)
PSAP	Which PSAP has access to or dispatches over the talkgroup/multigroup
Function	Function of the agency (fire, EMS, law, etc.)
Agency Name	Name of the agency owning the talkgroup
Talkgroup ID	Numerical ID of the talkgroup/multigroup
Talkgroup Full Name	Full name of the talkgroup/multigroup
Talkgroup Name Abridged	Abbreviated version of the talkgroup/multigroup
Prefix Talkgroup Name	Abbreviated version of the talkgroup/multigroup with county/state/federal/tribal nation code in front
Use	What the talkgroup/multigroup is used for
Site Access	Site Group to which the talkgroup has access
Encrypted	If the talkgroup/multigroup is encrypted
LTE Enabled	If the talkgroup/multigroup is capable of being on a LTE phone app
Logging Recorder	If the talkgroup/multigroup is going to be recorded
Console/PSAP Monitored	If the talkgroup/multigroup is going to be on a console and monitored by PSAP

- **Constraints**

Since the system will be administered by multiple agencies and access is controlled, a master list will be maintained by the Statewide System Administrator with the assistance of subsystem administrators.

3. Operational Context

The SIRN Fleetmap contains essential information regarding each SIRN talkgroup including talkgroup ownership and detailed technical parameters.

Multiple Local Administrators and agencies are responsible for maintaining fleetmaps and system programming information for end user devices. For effective management of the system, a uniform and structured process to document and to update the Fleetmap is essential.

The Fleetmap will be shared with other Subsystem or Local Administrators as a reference resource for planning interagency communications.

4. Recommended Protocol/ Standard

The Statewide System Administrator is responsible for maintaining the Master SIRN Fleetmap.

Agency Administrators shall submit change requests on fleetmap information to the representative PSAP Manager for approval. PSAP Managers shall be responsible for managing the fleetmap information of the subscribers they represent.

Agency representatives seeking to make updates and changes to their fleetmap spreadsheets shall coordinate changes with the Statewide System Administrator and follow the process outlined in SIRN Standard *3.3.1 SIRN - Talkgroup Change Request*.

The Statewide System Administrator shall, in turn, document any updates, and coordinate or synchronize changes that affect other agencies and/or users. Fleetmap change requests and updates by Agency Administrators will follow the current database organization.

The Statewide System Administrator will regularly audit the SIRN Fleetmap Database.

The Statewide System Administrator will additionally evaluate talkgroups for usage. If a talkgroup has not been used for over one year, the individual agency talkgroup owner will be notified and the talkgroup may be tagged for deactivation.

Note: Several other policies govern specific talkgroup parameters/attributes (e.g., priorities, site assignments/roaming, etc.) captured in the Fleetmap/Talkgroup database. Any proposed changes to the Fleetmap MUST be in compliance with these Standards and additionally follow applicable change request and change management protocols.

5. Recommended Procedure

For security purposes, the Statewide System Administrator may omit listing any information in the master fleetmap spreadsheets for "unlisted" private talkgroups used for undercover operations and other highly sensitive confidential law enforcement and homeland security activities. SIEC approval is required for a talkgroup to be designated "unlisted" and private. The request will include talkgroup system settings, names, priority level, and site access, if applicable. The existence of unlisted talkgroups is considered "Non-Public Data" and is not subject to disclosure in public meetings.

The disclosure of fleetmap spreadsheet information including talkgroup IDs, user IDs, user privileges, and other related system information would substantially jeopardize the security of the system. Therefore, the master fleetmap spreadsheets shall be classified as "Secure Information" and "Non-Public Data."

6. Management

The Statewide System Administrator will manage the master fleetmap spreadsheet information and the details of the process for communicating the information.

System fleetmaps contain configuration information which is related to critical infrastructure and therefore exempt from mandatory public disclosure pursuant to North Dakota Century Code (N.D.C.C.) § 44-04-18.4(7) and N.D.C.C. § 44-04-24.