

Commonwealth of Pennsylvania
 Governor's Office of Administration
Public Safety Radio Technology Bulletin

ID and Title:	RTB003 Stations at Fixed Locations
Issued by:	Deputy Secretary for Public Safety Radio

Supporting Documents

Type	Document ID	Title
CD	GEN001	OpenSky® Fleet Map Glossary
AD	USE003-01	Fixed Station Installation Quality Standards

Record of Changes

Ver.Rel	Issue date	Revised by	Status	Description
1.0	2/17/2007	J Seefeldt	Downlevel	Original issue
1.1	2/21/2007	J Seefeldt	Downlevel	Fix Deputy Secretary title
1.4	5/17/2007	J Seefeldt	Downlevel	Add criteria for evaluation and explicit preference for non-RF solution; improve wording at 3.1.1.3, 3.1.1.6, 6.1
1.5	11/5/2008	J Seefeldt	Downlevel	Apply boilerplate changes from OA Legal review.
1.6	2/2/2009	J Seefeldt	Downlevel	Remove categorization and rename from "USE003".
1.7	8/12/2010	J Seefeldt	Published	General review and update; apply Word 2007 format.

1. Purpose

This policy establishes guidelines for fixed-location subscriber stations that rely on Radio Frequency (RF) connectivity (Fixed Stations) in light of their impact on operation of the Pennsylvania Statewide Radio Network (PA-STARNet). Fixed Stations rely on a serving site and require that the network continually forward all traffic for the selected voice group to that site. In consistently using a single network resource, Fixed Stations deviate from the norm of roaming mobile radios upon which the system design is primarily based. Because of this, there are special requirements in planning for their deployment.

2. Scope

This policy applies to all departments, boards, commissions, and other organizations using PA-STARNet.

3. Policy

3.1. Agencies must not install or operate a Fixed Station using PA-STARNet without the written approval of the Office of Public Safety Radio Services (OPRS).

3.1.1. Approval is based on the agency's written application, including all pertinent information specified under **6. Procedures** below, using the following criteria:

3.1.1.1. Completeness and responsiveness

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- 3.1.1.2. Fit of proposed Fixed Station installation with business need presented
- 3.1.1.3. Lack of practical alternative solution not requiring RF connectivity
- 3.1.1.4. Proximity of multichannel base station site with sufficient communications resources available
- 3.1.1.5. Number of other Fixed Station installations previously installed in area
- 3.1.1.6. Volume of expected communications traffic
- 3.1.1.7. Amount of RF traffic generally in area of proposed installation
- 3.1.2. If the proposed location is in an area of dense RF traffic or limited available frequencies, OPRS may require an RF study at agency expense before approving the agency's application. Agencies should allow for sufficient time and budgetary resources to comply with this requirement.
- 3.1.3. Before applying to install and operate a Fixed Station, agencies must evaluate solutions for fixed-location communications that do not require RF connectivity. Applications must include the rationale for rejecting these alternatives.
- 3.1.4. OPRS may require an alternative solution to meet the requesting agency's operational need for PA-STARNet communication at a fixed location, therefore rejecting the application to install and operate a Fixed Station.
- 3.2. In installing Fixed Stations for use with PA-STARNet, agencies must observe the installation standards specified in supporting document *USE003-01 Fixed Station Installation Quality Standards* unless OPRS has issued a specific written waiver.
- 3.3. For each Fixed Station approved for installation and use, OPRS designates a single multichannel serving site to support communication using PA-STARNet.
 - 3.3.1. The Fixed Station must be engineered to use a directional antenna to communicate using the designated serving site.
 - 3.3.2. The Fixed Station must use the designated serving site and no other site for communication using PA-STARNet.
 - 3.3.3. OPRS may change the designated serving site, for example, due to system buildout or system design change.
- 3.4. Agencies may not attach external devices to Fixed Stations without the specific written approval of OPRS. Agency applications for use of external devices must include the information specified below under **6.1** in **6. Procedures**.
- 3.5. To limit the resource impact of the operation of Fixed Stations, agencies must observe the following constraints.
 - 3.5.1. Use of a Fixed Station as either the source or target station for mobile data applications is prohibited unless OPRS has issued a specific written waiver.
 - 3.5.2. Use of priority scan with Fixed Stations is prohibited. All voice group profiles with scanned voice groups must use Fixed Scan Mode, with no priority voice group assignments specified.

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4. Definitions

- 4.1. Agency
Any organization meeting the criteria under **2. Scope** above and using PA-STARNet.
- 4.2. Fixed Scan Mode
(See supporting document *GEN001 OpenSky® Fleet Map Glossary.*)
- 4.3. Fixed Station
(See supporting document *GEN001 OpenSky® Fleet Map Glossary.*)
- 4.4. Priority Scan
(See supporting document *GEN001 OpenSky® Fleet Map Glossary.*)
- 4.5. Profile
(See supporting document *GEN001 OpenSky® Fleet Map Glossary.*)
- 4.6. Voice Group
(See supporting document *GEN001 OpenSky® Fleet Map Glossary.*)

5. Responsibilities

- 5.1. Agencies that want to install and use Fixed Stations are responsible for the following:
 - 5.1.1. Specifying requirements for Fixed Station use
 - 5.1.2. Preparing and submitting an application for Fixed Station installation and use
 - 5.1.3. Evaluating and, optionally, responding to the determination by OPRS following submission of the agency's application
 - 5.1.4. Funding and arranging for an RF study in support of the Fixed Station application, if required by OPRS
- 5.2. OPRS is responsible for the following:
 - 5.2.1. Evaluating and responding to agency applications for Fixed Station installation and use
 - 5.2.2. Evaluating and responding to any agency appeal of the original determination
 - 5.2.3. Designating the serving base site for any approved Fixed Station installation
- 5.3. The Secretary of Administration is responsible for the following:
 - 5.3.1. Reviewing the outcome of any agency appeal of the determination by OPRS following submission of the agency's application
 - 5.3.2. Mediating the resolution of any agency appeal if, in his or her judgment, intervention is necessary

6. Procedures

- 6.1. To apply for permission to install and operate a Fixed Station, the agency submits a request to the e-mail address specified below in **8. Questions** including the following information:
 - 6.1.1. Name of agency
 - 6.1.2. Agency contact for installation and engineering: name, title, subdivision (for example, bureau or office), office mailing address, telephone number, and e-mail address

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- 6.1.3. Intended operational use of Fixed Station
- 6.1.4. Consideration of alternative solutions that do not use RF connectivity, and rationale for rejecting them
- 6.1.5. List of PA-STARNet voice groups to be used for Fixed Station communication
- 6.1.6. Fixed Station location: street address and geographic coordinates (latitude and longitude)
- 6.1.7. External devices to be connected to Fixed Station, if any: description, intended use, make and model, and method of connection
- 6.2. OPRS reviews agency applications for permission to install and operate Fixed Stations promptly and thoroughly, and issues a written determination to the originating agency specifying one of the following outcomes:
 - 6.2.1. Approval of Fixed Station installation and use as specified
 - 6.2.2. Deferral of approval pending satisfaction of specified conformance requirements
 - 6.2.3. Rejection of the application, with one or more reasons specified
- 6.3. An agency whose application is rejected may appeal in writing to the Deputy Secretary for Public Safety Radio, with a copy to the Secretary of Administration, including the following in the letter of appeal:
 - 6.3.1. Request for reconsideration
 - 6.3.2. Presentation of the rationale for appeal
 - 6.3.3. Attachment of the original application
 - 6.3.4. Attachment of the OPRS response rejecting the original application
- 6.4. OPRS reviews any agency appeal promptly and thoroughly, issuing a written determination to that agency reaffirming, revising, or reversing its original determination. If the Secretary of Administration does not object or intervene within ten business days following issuance of the OPRS determination, the determination is final.

7. Exemption

Any affected entity seeking exemption from this policy should complete a *Public Safety Radio Standards Waiver Request* and submit it by e-mail to RA-RadioPolicy@state.pa.us for review.

8. Questions

Any questions about this policy statement should be directed by e-mail to RA-RadioPolicy@state.pa.us.