

Public Safety Sensitive

NEW JERSEY INTEROPERABILITY COMMUNICATION SYSTEM SHORE REGION

INTERIM MEMORANDUM OF UNDERSTANDING BETWEEN PARTICIPATING LOCAL, STATE, FEDERAL, AND MILITARY AGENCIES, FOR RADIO COMMUNICATIONS

This Memorandum of Understanding (MOU) between participating Local, State, Federal, and Military agencies, and the New Jersey Office of the Attorney General, establishes policy and procedures for the activation, use, and deactivation of an interoperability communication system. This system will be known as the New Jersey Interoperability Communication System (*NJICS*).

PURPOSE

The purpose of the *NJICS* is to allow direct voice communication between participating agencies in dealing with both short term (felony pursuits, fires, mass casualty, hazmat, etc.) and long term incidents (major disaster, large scale fires and floods, civil disturbances, terrorist incidents, etc.). The *NJICS* cross-connects different radio channels over various radio frequency bands, throughout the Shore Region. This will enhance the safety of participating agencies through real time, field unit-to-unit, direct voice communication interoperability.

SCOPE

A “participating agency” shall be defined as any local, state, federal, or military agency that has read, agreed, signed, and will abide by this MOU.

POLICY

- A. Any supervisor of a participating agency may request the activation of the *NJICS*. These personnel shall be held accountable for radio discipline by their respective agencies.
- B. Each communications center will assign the appropriate access channel for their agency that will be linked to the *NJICS*. For agencies participating in specific incidents, each affected communications center shall monitor the *NJICS* to ensure requested resources are provided, as well as compliance with this agreement and other policies.
- C. During an incident, any agency communication center, incident commander, or supervisor may deactivate use of the *NJICS*, based on operational needs. Notice to other agencies on the *NJICS* will be given when use is deactivated.
- D. Deactivation of the *NJICS* shall be a joint decision by the involved agencies.

Public Safety Sensitive

- E. All personnel broadcasting on the *NJICS* will use **plain spoken English**. The use of radio codes, acronyms, and abbreviations, are to be avoided as they have different meanings for different agencies. Due to agency terminology differences in use of plain text of words such as “Help”, “Assistance”, “Repeat”, and “Back-up”, the use of these words shall be followed with a brief description of why the above is needed. (*i.e.*, officer requesting assistance with traffic control, etc.). The use of the word “Help” should be avoided unless it is being used in the universal context in a life-threatening incident.
- F. Due to the fact the various radio frequencies used in the system may be monitored by the general public, **only non-classified information may be passed over the *NJICS***. Any confidential or classified communications shall be made through other secure means.
- G. The *NJICS* may be activated or used for emergency joint agency incidents. However, it may also be used for planned joint agency tactical operations, large public events, joint training exercises, and planned system testing. The type and priority of incidents are as follows:
- Priority 1: Disaster and extreme emergency operations.
- Priority 2: Emergency or urgent operations involving imminent danger to the safety or life and property.
- Priority 3: Special event control activities, generally of a pre-planned nature, and generally involving joint participation of two or more agencies.
- Priority 3a: Drills, tests, and exercises.
- H. A request to participate in the *NJICS* is not a request to transfer responsibility of an incident.
- I. The *NJICS* could be used for Homeland Security or other related incidents. It shall be the policy of the *NJICS* for the participants not to release the radio frequencies, CTCSS/CDCSS codes, channel plan, and other information related to the system. No system information shall be released to the media or other entities, public or private. Exception: anyone involved with the direct maintenance or repair of the participating agency’s radio equipment. This information shall be provided to service technicians on a “need to know” basis only. Failure to safeguard the *NJICS* information may be cause for suspension or cancellation of this MOU with the offending agency.

PROCEDURES

As previously stated in this document, the *NJICS* is intended for use when immediate information will enhance the safety or effectiveness of personnel dealing with an incident. It is not to be used to deliver mundane information. The *NJICS* may be requested, if needed, to allow

Public Safety Sensitive

voice communications between each agency's command personnel dealing with the incident. Specific procedures will be defined in the *NJICS* Operations Manual.

MAINTENANCE

Each participating agency is responsible for the maintenance of the involved hardware and software for their agency. All participating agencies shall be responsible for their own connection maintenance costs, if any. The Attorney General's Office shall maintain the infrastructure of the *NJICS*.

It is understood that radio reprogramming and maintenance will be required on an ongoing basis, and system configuration changes will occur as the system grows. Participating agencies agree to promptly reprogram their radio equipment as necessary, in order to maintain continuity of the system.

For uniformity of identification in radio displays, radio frequencies in each band will be labeled as specified in the *NJICS* Operations Manual.

CONTROL

- A. There is an Executive Committee representing all participating agencies chaired by the Chief of Public Safety Communications.
- B. The Chief of Public Safety Communications will assume the duties of System Coordinator for the *NJICS*. The System Coordinator will coordinate and maintain copies of original Memorandums of Understanding for this system and the associated communications agreements for the *NJICS*. The System Coordinator can be reached at NJ Office of the Attorney General, Justice Complex, 3rd Floor, Trenton, NJ 08625. (609) 984-6995.
- C. The System Coordinator will forward any complaints, concerns, or proposed changes to the Executive Committee, for review and appropriate action.

AGREEMENT OF PUBLIC SAFETY AGENCY

Any Local, State, Federal, or Military agency may participate in the *NJICS* by signature of agreement by the department head or their designee, on this MOU. The System Coordinator will notify all other participating agencies of any new member agencies.

REVISIONS

Public Safety Sensitive

This MOU may be revised or amended at any time by mutual agreement of participating agencies. Any participating agency may terminate their participation by giving written notice to the System Coordinator. The System Coordinator will notify all other participating agencies of the withdrawal.

The _____ agrees to this Memorandum of Understanding,
SHORE REGION AGENCY

and will conform to its policies and procedures.

DEPARTMENT HEAD SIGNATURE	TITLE	DATE
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PRINT DEPARTMENT HEAD NAME

DESIGNEE SIGNATURE	TITLE	DATE
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PRINT DESIGNEE NAME

AGENCY ADDRESS	CITY	STATE/ ZIP CODE	TELEPHONE
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AGENCY 24 hour contact (duty agent/response/dispatch)	EMAIL ADDRESS	TELEPHONE
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AGENCY 24 hour technical contact	EMAIL ADDRESS	TELEPHONE
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(When signing for multiple agencies, list the agencies or towns you are representing)

Return completed form to: Chief Raymond J. Hayling, II, Office of the Attorney General, P O Box 081, Trenton, NJ 08625 or fax to 609-292-0703