

OAKWIN RADIO IMPLEMENTATION CHECKLIST

Agency: _____ **PROPOSED “LIVE” DATE:** _____

The Agency Radio Administrator is responsible for the completion of these tasks. Upon completion, the radio administrator will contact either Pat Coates (coatesp@oakgov.com) or Jeff Werner (wernerj@oakgov.com) and schedule a CLEMIS review meeting. It is recommended that fire, police and PSAP for the community be present at the review meeting to coordinate.

These tasks must be completed at least 60 days prior to “live” date

TASK	DATE COMPLETED	REVIEWED WITH CLEMIS
1. Review OakWIN Policy document and revise departmental general orders as needed (e.g. processing of emergency activation, compliance with FCC rules, incident command communication procedures, etc.)		
2. Confirm with PSAP Coordinator that all talk groups requiring console appearance and audio recording are accounted for in the console design and recorder capacity		
3. Determine the number of users (officers, firefighters, command staff, dispatchers, etc.) that will need to attend each type of training (training for ALL radio users is mandatory)		
4. Confirm that all ancillary equipment for which the agency is responsible (speaker microphones, extra batteries, etc.) has been acquired. Confirm that any Agency equipment (e.g. portable chargers in fire vehicles) are installed and tested.		
5. 2. Review fleet map and confirm that all talk groups, personalities and profiles are correct		

These tasks must be completed at least 45 days prior to “live” date:

TASK	DATE COMPLETED	REVIEWED WITH CLEMIS
1. Review fleet map and confirm that all user equipment (mobiles, portables, control stations and VTACs) are accounted for and properly identified and configured. Make certain that any radios purchased locally are included.		
2. Identify the best dates and times for training (a maximum of 30 users per session is recommended)		
3. Identify an appropriate training location (requires access to a minimum of 6 electrical outlets, a projector, and a PC with current Powerpoint software)		
4. Each agency is expected to provide its own trainers, with CLEMIS trainers supplementing/assisting as needed. Agency administrator must identify trainers for all appropriate disciplines (police/fire/PSAP)		

These tasks must be completed at least 30 days prior to “live” date:

TASK	DATE COMPLETED	REVIEWED WITH CLEMIS
1. Agency Administrator and All Agency Trainers must attend at least one training sessions for each appropriate discipline (police/fire/PSAP) at another agency to observe, and then must assist another agency in conducting at least one training in each appropriate discipline.		
2. Agency Administrator must prepare to receive all portables, chargers and clips/cases, confirm programming is correct, and have radios charged prior to training		

Upon completion of the CLEMIS review meeting, all parties acknowledge concurrence that agency is ready for implementation on proposed “live” date:

Radio Administrator: _____ Date: _____

CLEMIS Reviewer: _____ Date: _____

Upon completion of the CLEMIS review meeting, all parties acknowledge that agency is NOT ready for implementation. A revised target “live” date of _____ has been agreed to:

Radio Administrator: _____ Date: _____

Police/Fire Chief: _____ Date: _____

CLEMIS Reviewer: _____ Date: _____