

# Emergency Telephone System Board Of DuPage County Policy and Procedures



Policy #: 911-005.9  
Previous Policy #: New  
Effective Date: January 14, 2020  
Revised: May 14, 2025

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## Access to DEDIR System Non-Public Safety / School Security

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### Additional Authority:

911-005.2: Access to DEDIR System  
50 ILCS 750 Emergency Telephone System Act  
OEX-003B-89 Amending Section 40-20 of the DuPage County Code Pertaining to the Emergency Telephone System Board

### Goal:

It is the goal of the Emergency Telephone System Board of DuPage County (DuPage ETSB) to provide one seamless method of interoperable communication for use by agencies on DEDIR System for non-member agencies.

### Scope:

This policy shall apply to all Public Safety Answering Points (PSAPs) in the DuPage ETSB 9-1-1 System, including all Telecommunicators and other employees of the PSAP, user agencies or DuPage ETSB staff, contracted vendors or other authorized agents, DEDIR System users and agencies receiving approval to access DEDIR System talk groups.

### Definitions:

Bi-Directional Antenna (BDA): An antenna which radiates or receives greater power in a specific direction allowing increased performance and reduced interference from unwanted sources.

DuPage Emergency Dispatch Interoperable Radio System (DEDIR System): the portion of the STARCOM21 Site 1 radio system that encompasses the users of the talk groups specifically for the user members under DuPage ETSB by intergovernmental agreement for the purposes of public safety and emergency radio communication.

Non-public Safety School Security Personnel (Security Personnel): employees of a private school or public school district hired to perform security for the campus for its educational institution employer.

Retired Police Officer: for purposes of this policy only, a retired police officer is defined as a sworn law enforcement officer, who has had the power of arrest and who has retired from a certified law enforcement agency after at least 10 years of honorable continuous service.

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## POLICY

### **I. Policy Statement**

DuPage ETSB leases a portion of the Motorola Solutions, Inc. STARCOM21 network in Illinois as an integrated component of its emergency dispatch telephone system. The system permits communication between telecommunications and the first responding personnel they dispatch in response to calls placed to 9-1-1. The system also permits personnel from public safety agencies throughout the County to communicate with each other during emergency joint response situations.

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Public and private school districts within DuPage County are hiring security personnel to aid in the safety of school attendees. Those private schools and public school districts may have a need and desire to equip their security personnel or “emergency operations center” with a DuPage DEDIR System STARCOM21 radio and specific talk groups. These public or Private school districts may apply to the ETSB to access specific talk group(s) if they meet the following criteria.

DEDIR System may only be used for emergency communications to the member agency/agencies. Should a non-public agency – school security desire more general daily communications they should contact ETSB, Motorola or a private radio vendor to fulfill its communications needs.

The rights of the non-public safety – school security and the ability to utilize the DuPage DEDIR System will rest with the requesting agency/entity and the ETSB and is not transferable. If ownership, management, or organization of a non-public safety agency – school security that entered into the agreement changes it must re-apply to the DuPage ETSB for continued use of DEDIR System.

## II. Application Procedure

The Applicant shall review ETSB Policy 911-005.2: Access to DEDIR System and complete the standard Access Application form under ETSB Policy 911-005.2: Access to DEDIR System and provide an executed copy of the *DuPage Emergency Dispatch Interoperable Radio System Access Talk Group Agreement* (Agreement). The Agreement must be signed by an agent authorized according to their internal policy to enter into such contracts by its governing authority. (i.e.: Principal, Superintendent of Schools).

The school Applicant shall submit a School Data sheet (Attachment A) with their 911-005.2 Access Application providing information on:

- Personnel: Qualifications of staff who will utilize radios and have access to the system and the vetting process for hiring.
- Training: Provide an overview of training received for the use of radios including radio etiquette.
- Security: Provide an overview of the physical security of radios during school hours and when not in use.
- Sponsorship: A sponsorship from police and fire agencies which provide direct service to their school(s). The sponsoring agencies must be DEDIRS user members.

The Applicant shall update the form with any new personnel or terminated personnel within 60 days of a change in the employee’s status.

## III. Applicant Responsibilities

Each non-public safety agency – School Security will be responsible for those fees incurred on its behalf by the ETSB and its approved vendor in addition to any biennial costs deemed appropriate by the PAC and/or ETSB.

All subscriber fees charged by Motorola for a non-public safety agency’s – school security radio maintenance or operations are the responsibility of the non-public safety agency – school security.

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The DuPage PAC, ETSB or any of its member agencies are not responsible for any equipment or losses directly or indirectly associated with this system or agreement.

It is strongly encouraged that the applicant consider using are retired police officers as security officers. Those school security officers that are assigned a DEDIR System accessible radio and carry that radio with them while on duty.

If the school security officer is not a retired police officer and is authorized to carry these radios, those employees shall undergo training authorized and outlined by the requesting agency/agencies.

It shall be the responsibility of the requesting agency or agencies to annually conduct training with the school security personnel to assure proper radio etiquette is maintained. It shall be the responsibility of the applicant to ensure that it has the most recent DuPage ETSB DEDIRS training module and any modules provided by the PSAP and/or DEDIRS sponsoring agency.

Any infractions can be documented by member agency users of the talk group and forwarded to the PSAP under their process for such reviews. The PSAP will forward the report to ETSB with the recommended resolution to the ETSB when completed. Infractions will be reported monthly to the PAC. If there are continued infractions, the PAC may recommend termination of the access agreement to the ETS Board. The ETSB reserves the right to terminate connectivity immediately for improper use without complaint by users of the talk group.

A non-public safety agency – school security radios must have TDMA use on DEDIR System. A non-public safety agency – school security may obtain such authorized radios and accessories from an ETSB authorized vendor which can supply the ETSB approved equipment. When DEDIR System transitions to AES encryption non-public safety agency – school security radios must have AES encryption in order to use main police talk groups on DEDIR System. Transitions is anticipated by the end of 2025.

## **IV. ETSB Responsibilities**

The ETSB and/or Motorola may deny access to DEDIR System for any radio(s) at any time with or without notice to the non-public safety agency – school security. The ETSB may revoke access of any radio(s) which adversely impact the performance of DEDIR System or suspend or revoke the agreement with the non-public safety agency – school security if in the ETSB's opinion, the non-public safety agency's – school security continued usage on DEDIR System adversely impacts the system or safety of the public safety personnel.

ETSB shall provide a basic training module for schools. Such training shall be reviewed by the PAC. The PSAPs and DEDIR System sponsoring agencies may require additional training that relate to the use of the radio, protocols for critical events etc. Any additional training modules provided by the PSAP or DEDIR System shall be submitted to the PAC to ensure there is no conflict in information. The 9-1-1 System Manager shall be responsible to ensure that the training module is reviewed and updated as needed.

## **V. Sponsoring Agency Responsibilities**

The member agency that sponsors the access by a school to DEDIR System shall be responsible to ensure that the school members have been trained. DuPage ETSB will provide a basic radio training power point. The sponsoring agency may also require additional training of the school to ensure that

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it works well with the sponsor in the time of an emergency. Any additional training shall include the sponsor's PSAP and may not supersede the training provided by DuPage ETSB. The sponsoring agency shall ensure that the school members participate in and are aware of Static 205 talk groups and have those talk groups if the plan requires the school to move to a talk group for communication during an active incident.

## **VI. PSAP Responsibilities**

Whenever a member agency is added to an existing talk group that has non-public safety agency user access, the PSAP must notify the member agency of this special use. Notification is the PSAP's responsibility as are the user agency talk group assignments. So long as the change is within the PSAP, and notification is made, the formal 14 day notice is not required.

For recording keeping purposes, within 10 days of notification, PSAPs should send an email to: ETSB911@dupagecounty.gov. The email should contain: The date and time of notification, the added agency or an explanation of the talk group change, the name of the added agency, point of contact that received the notification. A forwarded email is also sufficient, if notification to the added agency is made by email.

## **VII. In Building Coverage**

The Applicant understands that adequate radio coverage on and within its campus is the Applicant's responsibility. It is recommended that the Applicant work with a certified vendor to test the radio coverage on their campus. It is recommended that the Applicant install a BDA if the Applicant or its vendor determines that coverage within parts of the building are insufficient and impact the safety of the school attendees. If the Applicant is using a radio with LTE, a First Net BDA can also be utilized.

DEDIR System strives for 12dB or greater coverage throughout its geographic service area. DEDIR System and DuPage ETSB are not responsible for in-building coverage issues.

## **VIII. Training**

The non-public safety agency-school shall be responsible to train security personnel in proper radio etiquette. It shall provide ETSB with a copy of personnel list and training at the beginning of each school year or as soon as training has been completed, whichever comes first.

Security personnel within the school may utilize the radio without training if they are a retired police officer. However, all security personnel should receive the minimum training at least one time within their hiring tenure.

The Application may request an extension on the training requirement if it can demonstrate a training schedule and completion of the training within 60 days of the start of the school year. The ETSB Executive Director may approve the extension. The Applicant shall also ensure that any training requested by the ETSB is completed. It shall provide ETSB with a copy of the personnel list and the training completed within 10 days of completion.

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IX. **Compliance**

Failure to comply with this policy or the parent policy, 911-005.2, shall result in the revocation of access to DEDIR System talk groups.

ETSB will notify STARCOM21 and the Motorola NOC to remove Applicant subscriber radios from DEDIR System talk groups and withdraw its support of the Applicant's STARCOM21 application.

Policy adopted \_\_\_\_\_

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Greg Schwarze, Chair

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