



# Radio Deployment & Transition Preparation Checklist

## Immediate General Actions

- Understand Timeframe:** Reference the [Radio Deployment Waves](#) to understand the estimated timeframe when you will be exchanging your current radios (and standard accessories) based on your wave assignment and identify if there are staff vacations or agency events that you will need to consider in scheduling.
- Schedule Training:** Your Lead Trainer needs to schedule a time to familiarize your staff with the radios they will be receiving so that they are ready to use them when they are deployed. If you have questions about obtaining access to training materials, please contact [PSERN-Training@kingcounty.gov](mailto:PSERN-Training@kingcounty.gov).
- Confirm Physical Location of All Radios/Accessories:** Review your 2021 Validated Final Radio Inventory spreadsheet and confirm the location of each radio and their standard accessories (e.g., chargers, batteries, cords) so that they can be quickly scheduled for exchange.
- Ensure Accessory Compatibility:** If you use any specialty accessories, such as earpieces, desksets, or custom antennas, confirm that they will be compatible with the new radios you will be receiving OR purchase compatible specialty accessories for delivery prior to your scheduled deployment. More information [here](#).
- Notify PSERN Project of Newly Purchased Radios:** If your agency purchased radios after the Final Radio Inventory (or intends to in the next few months) for use on PSERN, complete the provided spreadsheet with the radio information, including the flashcode, and submit it to [PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov) so that the Project can schedule a time to program those radios for PSERN before your Transition Date.

## Mobile (vehicle) Radio Scheduling/Deployment

- Provide Vehicle Information Per Radio:** Ensure that the Project has the vehicle information (vehicle asset number, license plate number, etc.) related to each mobile radio ID.
- Arrange Specialty Vehicle Accommodations:** Ensure that the Project is aware of non-standard antenna systems or unique needs, such as if a vehicle requires installation at an agency site rather than an installation bay and any security protocols for site access.
- Develop Plan for Vehicle Delivery:** Determine how your agency will deliver and pick up vehicles for mobile radio installations, including considerations about shift changes, usage of loaner vehicles, and if specific personnel must be available to move vehicles in and out of the installation bays.
- Ensure Drivers Know Installation Location:** Mobile radios will be installed at various locations, so make sure that each staff driver understands their specific installation location as it may be different from other staff.

## Portable (handheld) Radio Scheduling/Deployment

- Confirm Radio IDs:** The Project is programming radios based on their Radio ID, so ensure that you only bring the radios the scheduling team requests when exchanging portable radios.

## Control Station (desktop) Scheduling/Deployment

- Determine Access:** When scheduling for control station installation, ensure that you provide details of the physical location of the control station and antenna, as well as if an escort will be required for access.
- Prepare Space:** Ensure that any control station, consolette, or associated deskset is easily accessible on the scheduled day of installation, including clearing of any surrounding equipment or arranging for entry to a closet.

If you have any general questions, please contact [PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov).