



Maryland FiRST Policy for Proper Subscriber Decommissioning

1 Purpose

Public safety subscriber radio equipment contains valuable and sensitive information that should be safeguarded from the general public and especially, potential bad actors. It is important that when a subscriber radio is decommissioned, the proper procedures are followed such that all sensitive information is removed from the radio.

Due to Excess Property Declaration (EPD) policies in place with many state/local jurisdictions, many decommissioned subscriber radios will end up on government auction websites for sale to private entities. It has come to light that several radios disposed of via this process still contained sensitive information when they were received by the ultimate purchaser. This policy seeks to provide guidance to MD FiRST user agencies, so they are aware of the proper steps required to remove all sensitive information from a radio before it is sold/transferred to another entity, as well as the proper way to dispose of any equipment that cannot be sanitized by normal means.

2 Scope

This policy applies to all primary, limited primary and interoperability users of the Maryland FiRST statewide public safety communications system. This SOP identifies to user agencies the proper steps to be taken to help ensure that no sensitive information can be recovered from decommissioned subscriber equipment.

3 Authority

The Statewide Interoperability Radio Control Board has the authority to establish Standard Operating Procedures, Quality of Service Standards and maintenance guidelines for the Maryland FiRST radio system in accordance with the Annotated Code of Maryland, Public Safety Article, § 1-501-1-503.

4 Policy Statement

User agencies decommissioning public safety radios should, in addition to their own internal policies, follow all applicable procedures set forth in Addendum A – Checklist for Subscriber Decommissioning. For any questions or requests for assistance in carrying out the procedures in the Checklist, questions should be directed to the MD FiRST System Manager (contact info below).



Wes Moore
Governor

Aruna Miller
Lieutenant Governor

Katie Savage
Chairman of the Board

5 Responsibilities

All primary, limited primary and interoperability users of the Maryland FIRST statewide public safety communications system are to ensure this interim policy is passed down to all MD FIRST user agencies within your jurisdiction.

The Director of the Radio Control Board: May approve temporary changes or modifications to this policy to ensure the security of the system or to accommodate an emergency condition. Any temporary changes or modifications must be reported at the next Radio Control Board meeting. Any permanent changes to this policy require the approval of the Radio Control Board.

6 System Manager Contact Information

The System Manager may be contacted at: MDFirstSystem.Manager@maryland.gov

7 Approval

This SOP was reviewed by the Maryland FIRST Radio Control Board System Managers Committee on December 3, 2024, and was approved by the Statewide Interoperability Radio Control Board, by majority vote on December 11, 2024.

Norman Farley

Norman J. Farley
Director of the Board