

AWIN Factory Radio Programming Policy

1. Purpose:

This policy exists for the following reason:

- To establish the importance of the security of AWIN programming data and system keys
- To establish the responsibilities of a radio manufacturer providing programming services and to ensure AWIN system integrity

2. Policy:

Each manufacturer desiring to perform factory programming must complete the AWIN Radio Programming Security Agreement. The following conditions apply to any security key or radio program developed for use on any piece of equipment in AWIN:

- The radio program security key of any manufacturer shall not be provided or divulged for any reason to persons other than those who have been authorized by the AWIN System Administration through this agreement.
- Only radios of specifically authorized agencies that have completed an AWIN application shall be programmed or otherwise included in the system.
- No radio shall be programmed, nor any program modified, unless authorized by agreement between AWIN Operations and the manufacturer.
- Cloning of radio ID's is strictly prohibited. No radio ID shall be programmed into a radio unless authorized by AWIN Operations to do so. No radio ID shall be duplicated in the AWIN system. Requests for new ID's must follow the *AWIN Request Radio ID Procedure*.
- No talkgroup shall be programmed into a radio unless authorized by the talkgroup owner to do so. Authorizations must be in writing and on file with AWIN Operations.
- Release of any talkgroup alias, talkgroup identification numbers, or radio identification numbers is strictly prohibited.
- All agency codeplugs (and all revisions) must be submitted to AWIN Operations.
- Each manufacturer shall be responsible for the integrity of the system key, and any computer equipment on which the key and associated programs reside.
- Manufacturers must provide the names of the managers responsible for supervising the technicians authorized to program radios. This manager accepts full responsibility for the quality of programming performed by the technicians he/she supervises. Authority to program radios may not be transferred to another employee, contractor, or organization.
- No modifications will be performed to AWIN with regard to setup and operating parameters without the expressed authorization of the AWIN program director and/or his/her designee.
- Manufacturer's representative shall deliver programmed radios to users and field test the radios to ensure they are functioning properly.

- As the manufacturer's representative, the signatory agrees to abide by all policies and procedures of the AICEC and AWIN Operations.

3. Controls

AWIN Operations may randomly audit radios to ensure that all programming policies are adhered to. In the event that radios have been improperly or incorrectly programmed, the manufacturer will be given the opportunity to correct the error. Repeat errors and/or issues not resolved in a timely fashion to the satisfaction of AWIN Operations will be reported to the AICEC for further investigation and action. If it is determined that any manufacturer has willfully failed to comply with this policy, that manufacturer will no longer be allowed to program or distribute radios on the AWIN system.