

## AWIN Standard for Talkgroup Permissions

### Required Outcome(s):

This standard provides a means to share talkgroups with other agencies. Sharing of talkgroups facilitates interoperability.

### Standard:

Two (2) groups regulate each talkgroup; these are the head of the controlling agency and the person with legal responsibility. AWIN considers the controlling agency to be the agency that requested the talkgroup's creation. AWIN considers the person with legal responsibility to be the contracting authority. Signatures from both the head of the controlling agency and the contracting authority are required to give permission to another agency to have access to a specific talkgroup.

### Definition of regulating groups:

- County agencies
  - The contracting authority is the County Judge
  - The controlling agency is the agency that requested the talkgroup's creation
  - County entities include but are not limited to the County Office of Emergency Management, Sheriff's Office, Constables, Volunteer Fire Departments, county road departments, etc.
- City agencies
  - The contracting authority is the Mayor
  - The controlling agency is the agency that requested the talkgroup's creation
  - City entities include but are not limited to police departments, fire departments, city owned utilities, public works, animal control, etc.
- State agencies
  - The contracting authority is the agency director
  - The controlling division is the division that requested the talkgroup's creation
  - State Agency entities include divisions within the State Agency
- Federal agencies
  - The contracting authority is the person who can enter into legal agreements within the agency
  - The controlling division is the division that requested the talkgroup's creation
  - Federal agency entities include divisions within the Federal Agency
- Other Agencies
  - The contracting authority is the person who can enter into legal agreements for the agency
  - The controlling agency is the agency that requested the talkgroup's creation
  - Other agencies include but are not limited to private companies, ambulance services, etc.

### Process:

- The request can originate with any AWIN user or agency
  - The requesting agency contacts the talkgroup controlling agency for permission to access the talkgroup
  - Talkgroup(s) names should be included
  - The permission letter template will be used for all permission letters and must use the letterhead of the controlling agency
  - The permission letter will specify each talkgroup to be shared
  - The permission letter will specify the contact and agency name of the requesting agency
  - The permission letter will specify any limitations to the permission
    - Examples of limitations: limiting to specific radios, number of radios, groups within the requesting agency, etc.
  - The contracting authority and the head of the controlling agency must sign the permission letter
  - The permission letter is not valid unless both signatures are present
  - The contracting authority or controlling agency maintains a copy of the permission letter
  - The controlling agency sends a copy of the permission letter to the requesting agency

- The signed permission letter is forwarded to AWIN Operations
  - Letters may be sent via email, fax or mail
  - AWIN Operations files the letters
  - AWIN Operations informs the radio shop which talkgroups should be programmed into each radio
  - A copy of the permission letter must be taken to the radio programming shop
  - The radio shop will verify programming with AWIN Operations

**Controls and Measures:**

- The proper authorization for sharing talkgroups is established
- A standard template for permission letters is provided
- A clearly established audit trail is in place

**Responsibility/Assignment:**

- AWIN Operations receives, tracks and files permission letters
- AWIN Operations informs the radio shop that talkgroups are shared
  - AWIN Operations informs the radio shop who the requesting agency and talkgroup owner
- The contracting authority signs the permission letters
- The controlling agency head signs the permission letters