

<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	
<p>Subject: Associate Policy</p>	<p>No. A-01.12</p> <p>Effective Date 5/26/11</p> <p>Rev. 11/17/16</p>

1.0 Purpose

- 1.1. Defines a policy to form a relationship between the Regional Wireless Cooperative (RWC) and Associates in order to facilitate operations in a production environment.

2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

3.0 Applies To

- 3.1. This applies to RWC contracting Members and Associates requesting the use of the operational capabilities within the RWC.

4.0 Background

- 4.1. RWC Members need to communicate with Associates.

5.0 Policy Statement

- 5.1. The RWC Governance and IGA provide a definition of Associate. This policy outlines the application process and responsibilities.

6.0 Supporting Rules

- 6.1. An entity may become an Associate if they are contractually obligated to provide service to a Member.
- 6.2. An entity must apply to become an Associate if they are **both** 1) contractually obligated to provide service to a Member and 2) provide their own subscribers units.
- 6.3. Associates do not have RWC voting rights.
- 6.4. Associates may have a representative on the OWG.
- 6.5. Associates do not have representation on the Board of Directors.
- 6.6. Categories of membership are specifically defined in Exhibit A of the RWC IGA, Section 3.1.2.

6.7. Associates may only use the network for operational communication in support of a member agency on assigned talk groups.

7.0 Responsibilities

7.1. Requests or updates to become an Associate must be submitted to the RWC Executive Director on agency letterhead.

7.2. Submissions must include:

7.2.1. Agency name and single point of contact.

7.2.2. Supporting letter(s) from all RWC contracting Member(s) including dates of contract.

7.2.3. RWC Subscriber Inventory form.

7.2.4. The authorized service provider or entity that will program the subscribers.

7.2.5. Talkgroup plan to program into subscribers, including encryption.

7.2.6. Purpose of request.

7.2.7. Signature of authorized agency representative.

7.2.8. Signed form acknowledging requirements to follow identified RWC Policies and Procedures.

7.3. The Executive Director will provide the OWG a written summary of the application packet to include:

7.3.1. Requesting Associate.

7.3.2. Contracting Member(s).

7.3.3. Talkgroup plan.

7.3.4. Purpose of request.

7.3.5. Number of subscribers/users.

7.4. The OWG is responsible for advising the Executive Committee of recommendations or issues related to potential RWC Associates.

7.4.1. RWC costs incurred beyond standard interoperability offerings will be the responsibility of the Associate or the Member.

7.4.2. The control and modification of the programming files into subscriber units must be approved by the OWG.

7.5. The Executive Committee will forward the recommendation to the Board of Directors through the Executive Director.

7.6. The Board of Directors will approve, deny or request additional information.

7.7. The Executive Director will contact the Associate regarding approval status and provide them with:

7.7.1. The approved talkgroups and/or interoperability decks.

7.7.2. RWC invoice, if applicable.

7.8. The RWC will follow up with all Associates to provide an updated subscriber list annually.

7.9. RWC Associates desiring additional Member talkgroups and/or an increase in the number of approved subscriber counts must notify the Executive Director of proposed changes.

7.9.1. Notification must include:

7.9.1.1. Supporting letter(s) from affected RWC contracting Member(s) including dates of contract.

7.9.1.2. RWC Subscriber Inventory form.

7.9.1.3. Length of access to talkgroups (i.e., short term, no end date).

7.9.1.4. The authorized service provider or entity that will program the subscribers.

7.9.1.5. Specific talkgroups to program into subscribers, including encryption.

7.9.1.6. Purpose of request.

7.9.1.7. Signature of authorized agency representative.

7.10. RWC members are responsible for notifying the RWC Executive Director in writing within sixty (60) days from the date an Associate Member's contract has expired, been cancelled, modified, or has undergone a change of ownership.

8.0 Conditions for Exemption or Waiver

8.1. As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and/or Procedures

9.1. As listed at www.rwcaz.org.