

<p style="text-align: center;"><b>REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</b></p>	
	<p>No. A-07.12</p>
<p>Subject:  Programming Authorization Policy</p>	<p>Effective Date 1/26/12  Rev: 02/12/15</p>

### 1.0 Purpose

- 1.1. The purpose of this policy is to establish controls for Regional Wireless Cooperative (RWC) subscriber unit programming.

### 2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

### 3.0 Applies To

- 3.1. All Members, Interoperability Participants, Associates and approved service providers that have access to RWC subscriber programming.

### 4.0 Background

- 4.1. Programming parameters can cause degradation of the system. Proper control of subscriber programming is required to maintain the integrity of the system.
- 4.2. The risk of inaccurate programming substantially increases when multiple entities are allowed to program subscriber units. This risk translates into an increase in subscriber radio operational anomalies and the associated administrative/maintenance activities. There is also an increased risk of possible unauthorized transmissions, interference or monitoring of public safety radio communications channels.

### 5.0 Procedure Statement

- 5.1. All Members, Interoperability Participants, Associates and approved service providers that have access to RWC subscriber programming equipment/software shall protect RWC users from programming errors that could cause disruptions or failures in service.

### 6.0 Supporting Rules

- 6.1. All Members, Interoperability Participants, Associates and approved service providers are responsible for programming subscriber equipment.
- 6.2. Agencies requesting authorization to program RWC subscriber equipment must contact the Administrative Managing Member.
  - 6.2.1. Each authorized programming agency must identify a responsible point of contact.

- 6.2.2. The OWG will approve, deny or request additional information upon review of programming authorization requests.
- 6.2.3. The Administrative Managing Member will conduct an annual audit to establish authorization renewal.
- 6.3. The RWC Administrative Managing Member reserves the right to suspend this authorization at any time by disabling IDs of the offending agency.
  - 6.3.1. The OWG will review the suspension and recommend corrective action.

Any radio or device that exhibits symptoms of duplicate IDs or altered settings that detrimentally affect the RWC system or users of the system will be inhibited by the RWC Operations Manager after a notice is made to the owning agency via telephone or E-Mail.

## **7.0 Responsibilities**

- 7.1. Any programming materials necessary to enable programming must be secured to prevent the potential of theft, loss or misuse.
- 7.2. All radio serial numbers, IDs and asset ownership will be provided to the Administrative Managing Member on the RWC Radio Inventory Form.
- 7.3. Current radio programming files will be provided to the Administrative Managing Member for reference purposes.
- 7.4. Programming personnel will establish procedures to ensure radio programming and cloning activities do not produce two active subscribers with the same radio ID.
- 7.5. Loss or breaches of RWC programming materials shall immediately be reported to the RWC Administrative Managing Member.
- 7.6. The RWC does not assume any responsibility for the functionality of subscriber equipment related to the programming of the device or configuration. Each entity is responsible for subscriber functionality.

## **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](http://www.rwcaz.org).