

AWIN Radio Factory Programming Agreement

This agreement is between _____ and the Arkansas Wireless Information Network (AWIN).

Agreement Start Date: _____ Agreement End Date: _____

AWIN programming data and keys are, by nature of their use in the public safety environment, sensitive and in need of protection from revelation or dissemination to those not authorized to possess them. Users or service personnel not specifically authorized are not permitted to program or otherwise modify radios, or any aspect of AWIN in any way.

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 and been approved 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 supervisors of the technicians whose employees will be authorized to program radios. 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.
- Manufacturers 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.

It is understood that the integrity of the system is paramount to the safety of the citizens of Arkansas and the public safety responders responsible for ensuring that safety. For that reason, all signatories of this agreement shall not take any action that would in any way detrimentally affect the system, or those affected by the system.

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

I, the Authorized Organization Representative, have read, understand and agree to the above guidelines and signify agency agreement. I will report to AWIN Operations any compromise of the proprietary information or violation of this agreement by my organization, our employees or other organizations/employees/parties that comes to my attention.

Signature

Printed Name and Title

Date



AWIN Program Director Signature

AWIN Program Director Printed Name

Date