

AWIN Talkgroup Exemption Process

Purpose

This process is designed to allow agencies using the Arkansas State User Group (ASUG) template a method by which an exemption may be requested from the *AWIN Standard for Talkgroup Permissions*, which is a policy that requires requesting agencies have letters authorizing the use of the controlling agency's talkgroups. This policy applies to only primary County Talkgroups. This process does not apply to other talkgroups that a county may operate, talkgroups operated by a municipality, or to talkgroups used by other ASUG entities.

Process

1. The requesting agency prepares a letter to the AWIN Program Director requesting exemption from the *AWIN Standard for Talkgroup Permissions*. The letter shall:
 - a. Contain clear justification for the exemption request.
 - b. List the specific talkgroups to which that the agency is requesting access.
 - c. Include a point of contact for further clarification or questions regarding the request.
 - d. Be on agency letterhead.
 - e. Be signed by the agency director.
2. The exemption request is received and reviewed by the AWIN Program Director and the AWIN Technical Lead for impact to the AWIN system.
3. The AWIN Subscriber Support Coordinator prepares a summary of the request and information on the impact to AWIN and places the request on the agenda for the next regular AICEC meeting.
4. The AICEC reviews the request. The request may be denied or approved.
 - a. If approved:
 - i. The AWIN Subscriber Support Coordinator prepares an approval letter for signature by the Arkansas Interoperable Communications Executive Chair, or their designee.
 - ii. The approval letter is forwarded to all county judges with a message briefly explaining the nature of the request and the process and time frame for responding to the approval.
 - iii. The AWIN Subscriber Support Coordinator tracks responses from the counties.
 - iv. When the response period has ended the AWIN Subscriber Support Coordinator forwards the approval letter to the requesting agency, and the radio programming shop(s) along with a list of counties' responses.
 - b. If denied:

The AWIN Subscriber Support Coordinator prepares a denial letter clearly stating the reasons the request is denied and sends it to the requesting agency.