

Hawaii Wireless Interoperability Network (HiWIN)

Standard for Talk Group Permissions

Department of Accounting and General Services
Owner: Office of Enterprise Technology Systems (ETS)

HiWIN Standard for Talk Group Permissions
Revised: 02-11-2017

Required Outcome(s):

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

Standard:

Two (2) groups regulate each talk group; these are the head of the controlling agency and the person with legal responsibility. HIWIN Management considers the controlling agency to be the agency that requested the talk group's creation. HIWIN Management 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 talk group.

Definition of regulating groups:

- County agencies
 - The contracting authority is the Mayor
 - The controlling agency is the agency that requested the talk group's creation
 - County entities include but are not limited to the road departments, police departments, fire departments, utilities, public works, animal control, etc.
- State agencies
 - The contracting authority is the department director
 - The controlling agency is the agency that requested the talk group's creation
 - State agencies entities include divisions within the State department, Office of Emergency Management, Sheriff's Office, DLNR, DoCARE, Harbors, Fire Departments, DOT, DOH, Corrections, Judiciary, UH, etc.
- Federal agencies
 - The contracting authority is the person who can enter into legal agreements within the agency
 - The controlling agency is the agency that requested the talk group's creation
 - Federal agency entities include various sub-divisions within the Federal agencies
- Other Organizations
 - The contracting authority is the person who can enter into legal agreements for the organization
 - The controlling agency is the organization that requested the talk group's creation
 - Other agencies include but are not limited to non-profit organizations, utilities, and private ambulance services, etc.

Process:

- The request can originate with any HIWIN user, agency, or organization
 - The “Talk Group Permission Letter” template will be used for all talk group access requests. The requesting agency must use this template to establish formal contacts with the controlling agency for permission to access the talk group(s)
 - Talk group(s) names must be included. The permission letter will specify each talk group to be shared.
 - The permission letter will specify the agency name and point of contact information 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 appropriate signatories must sign the permission letter
 - The permission letter is not valid unless all signatures are present
 - The controlling agency shall return a copy of the permission letter to the requesting agency
- The signed permission letter is submitted to HIWIN System Manager
 - Letters may be sent via email, fax or mail
 - HIWIN System Manager files the letters
 - HIWIN System Manager informs the requesting agency’s radio shop which talk groups should be programmed into each radio
 - The radio shop will verify programming with HIWIN System Manager

Controls and Measures:

- The proper authorization for sharing talk groups is established
- A standard template for permission letters is provided
- Records are retained for future reference

Responsibility/Assignment:

- The requesting agency completes and signs the Talk Group Permission Letter(s)
- The controlling agency completes approvals and agency head signs the Talk Group Permission Letter(s)
- HIWIN System Manager receives, tracks and files permission letters
- HIWIN System Manager informs the radio shop what talk groups are shared
 - HIWIN System Manager informs the radio shop of the requesting agency
 - HIWIN System Manager informs controlling agency who the talk group(s) is shared with