# Memorandum of Understanding (MOU) for Inter-Agency Use of Talkgroups on the Hawaii Wireless Interoperability Network (HIWIN)

This Memorandum of Understanding (MOU) is entered into as of this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by and between:

**Agency Requesting Access**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Hereinafter referred to as "Requesting Agency")

**Agency Granting Access**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Hereinafter referred to as "Granting Agency")

WHEREAS, the Hawaii Wireless Interoperability Network (HIWIN) is a shared public safety communication system designed to enhance interoperability among agencies within the State of Hawaii;

WHEREAS, the Requesting Agency seeks access to specific talkgroups managed by the Granting Agency to support operational needs, coordination, and/or emergency response activities;

WHEREAS, both parties recognize the importance of ensuring proper use, security, and operational integrity of the HIWIN system;

NOW, THEREFORE, the parties agree as follows:

## 1. Purpose

The purpose of this MOU is to establish the terms and conditions under which the Requesting Agency is authorized to use the following talkgroups managed by the Granting Agency:

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Talkgroup Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Authorization

The Granting Agency agrees to grant access to the specified talkgroups for the following purposes:

- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. Conditions of Use

The Requesting Agency agrees to the following conditions:

1. **Compliance with Policies**: The Requesting Agency shall comply with all HIWIN policies, procedures, and technical standards.

2. **Restricted Use**: The authorized talkgroups shall only be used for approved purposes as specified in this MOU.

3. **User Training**: All users from the Requesting Agency accessing the Granting Agency’s talkgroups must complete appropriate training.

4. **Monitoring and Reporting**: The Requesting Agency shall monitor the use of the talkgroups and report any misuse or security concerns immediately to the Granting Agency and HIWIN system administrators.

## 4. Security and System Integrity

Both parties agree to maintain the security and integrity of the HIWIN system. Any technical issues, interference, or security breaches related to the use of the specified talkgroups shall be reported to the HIWIN system administrators without delay.

## 5. Technical Requirements

The Requesting Agency agrees to ensure compatibility with the HIWIN system by adhering to the following:

- **Radio Programming**: All radios requiring access to the specified talkgroups shall be programmed exclusively by the HIWIN administrators. No other party is authorized to program radios for use on the HIWIN system.

- **Encryption Management**: Encryption keys, if applicable, will be generated, distributed, and managed solely by the HIWIN administrators. The Requesting Agency must not modify, distribute, or attempt to replicate encryption keys.

- Radios and equipment used must meet HIWIN specifications to ensure system security and operational integrity.

## 6. Costs

The Requesting Agency shall be responsible for all costs associated with training, equipment, and maintenance, unless otherwise agreed upon. Programming and encryption services provided by HIWIN are at the discretion of the system administrator.

## 7. Term and Termination

This MOU shall remain in effect from the date of execution until terminated by either party with 30 days’ written notice. The Granting Agency reserves the right to revoke access to the specified talkgroups at any time in the event of misuse or non-compliance with the terms of this MOU.

## 8. Amendments

This MOU may be amended or modified in writing by mutual consent of both parties.

## 9. Points of Contact

**Requesting Agency Contact**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Granting Agency Contact**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 10. Signatures

By signing below, the parties acknowledge and agree to the terms and conditions of this MOU:

**Requesting Agency**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Granting Agency**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgment by HIWIN System Administrator**

The HIWIN System Administrator acknowledges this MOU and confirms the Requesting Agency’s access to the specified talkgroups under the conditions set forth herein.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_