

Title: **Adding New Members and Participants Procedure**

Index: 201-A

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Owner: Operations Working Group (OWG)

1. Purpose

- a. Defines the procedure to form a relationship between the Pima County Wireless Integrated Network (PCWIN) and a prospective new member or participant.

2. Background

- a. As the network and cooperative mature and gain popularity it is assumed that additional entities will desire to join PCWIN
- b. There must be a process in place to ensure the PCWIN network will be able to accommodate a prospective member.
- c. There must be a process in place to ensure prospective members are evaluated adequately and fairly.

3. Procedure Statement

- a. All applicants should be routed through the office of the PCWIN Executive Director.
 - i. Applicants can apply directly to the Executive Director
 - ii. Applicants can be sponsored by an existing PCWIN member and referred to the Executive Director.
- b. All applicants must fill out the PCWIN membership application (PCWIN Form 301-A) to the greatest degree possible
 - i. Applications will be available from the Executive Director or on the PCWIN website (www.pima.gov/pcwin)
- c. If applicants plan to use member talkgroups for PCWIN communication, they must seek approval to share member talkgroups from the PCWIN members with whom they expect to communicate.
 - i. Applicant requests should be addressed to the responsible party of the PCWIN member agency on agency letterhead.
 - ii. Once granted, the PCWIN member agency will complete PCWIN form 304-B (Talkgroup Access-Removal Form) and submit it to the Executive Director's office.
- d. The Executive Director will process the application and provide it to the Technical and Operations Working Groups for evaluation and recommendation
- e. The Technical and Operations Working Group will evaluate the prospective member's application
 - i. They must assess membership level in accordance with the INTERGOVERNMENTAL AGREEMENT TO OPERATE, MAINTAIN, SUSTAIN, IMPROVE AND FINANCE THE PIMA COUNTY WIRELESS INTEGRATED NETWORK, section 3.1., Radio Network Membership and Participants.

- ii. They should also determine the network impact of the prospective new user by the terms specified in the INTERGOVERNMENTAL AGREEMENT TO OPERATE, MAINTAIN, SUSTAIN, IMPROVE AND FINANCE THE PIMA COUNTY WIRELESS INTEGRATED NETWORK, section 3.1.7., Admission.
 - 1. For prospective Interoperability Participants, network impact is mitigated by reducing the number of talkgroups programmed into the agency's subscriber units.
 - 2. PCWIN Staff and members should limit an applicant's talkgroup access to only those talkgroups necessary to maintain effective interoperable communication.
- f. Executive Director will draft a written agreement that will address the financial, legal, and technical responsibilities of the applicant and Pima County.
 - i. For Interoperability Participants no IGA will be required if the relationship of the applicant and the County will not involve the transfer of funds, services or equipment. A letter stating County expectations will be given to Interoperability Participants.
- g. Once the Working Groups have reviewed the application it will be forwarded to the Executive Committee and Board of Directors for approval.
- h. Upon Board of Directors' approval the applicant agency will be permitted to program their radios; pursuant to any Board of Directors additional guidance.

4. Applies to

- a. All Non-PCWIN agencies seeking membership or participation in the PCWIN network

5. Supporting Rules

- a. All PCWIN Policies and Procedures
- b. PCWIN Business Plan Governance Document

6. Conditions for Exemption or Waiver

- a. None