

Title: **Media Access Procedure**

Index: 206-A

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1. Purpose

- a. The purpose of this procedure is to define the process for media to gain access to the Pima County Wireless Integrated Network (PCWIN) network

2. Background

- a. PCWIN is a radio communications network that supports both public safety and public service operations. While PCWIN acknowledges the desire for media access to newsworthy information, procedures and safeguards must be in place to protect the operations of the PCWIN members and the integrity of the PCWIN network
- b. This policy does not supersede individual agency policy regarding the release of public information

3. Policy Statement

- a. Media agencies must purchase their own PCWIN authorized equipment
 - i. Currently only radios authorized in the PCWIN Approved Subscriber Equipment list can be used on the PCWIN radio system. PCWIN will not provide radios/equipment to the media
 - ii. The PCWIN maintenance providers may provide a list of recommended equipment to the media agencies to simplify their purchase process
- b. Media agencies interested in accessing the PCWIN network will contact the PCWIN Executive Director to request permission to gain "listen-only" access to a specific, predetermined set of talkgroups.
 - i. Any additional requests for access must be approved by the agency being monitored and the PCWIN Board of Directors.
- c. Media agencies must have their radio programmed with specific talkgroups by the authorized PCWIN maintenance provider.
 - i. Currently, Pima County PCWIN Wireless Services and City of Tucson General Services Division are the only authorized maintenance providers. Should 3rd party vendors be added as maintenance providers, Pima County and City of Tucson will retain sole responsibility for radio programming for media agency radios/equipment.
 - ii. Every talkgroup is assigned to a responsible PCWIN agency. Only the PCWIN agency actually assigned the talkgroup, including talkgroups shared with other agencies, may authorize the media to program a radio to monitor its talkgroups.

This authorization will be in writing. In general, public safety tactical channels are not authorized for media monitoring

- iii. Prior to receiving radio programming, media organizations must execute a contract with PCWIN to address associated fees and responsibilities
- iv. Media radios must be made available for reprogramming as the need may arise, as determined by the PCWIN Executive Director. Over the Air Programming (OTAP) may be utilized for this purpose
- d. The PCWIN Executive Director is responsible for oversight of media access to the PCWIN radio network and is the sole point of contact for media agencies requesting access to voice radio transmissions
 - i. The PCWIN Executive Director will maintain a list of approved talkgroups for media monitoring access
 - ii. Encrypted talkgroups or channels shall not be programmed into media radios

4. Applies to

- a. All public and private media agencies desiring access to the PCWIN network

5. Supporting Rules

- a. Media Access Policy
- b. Confidentiality Policy
- c. Lost/Compromised Radio Policy

6. Conditions for Exemption or Waiver

- a. None