


<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	
	<p>No. A-01.12</p>
<p>Subject: Associate Policy</p>	<p>Effective Date 5/26/11</p> <p>Rev. 05/03/22 7/7/2020 9/12/2018</p>

1.0 Purpose

- 1.1. Defines a policy to form a relationship between the Regional Wireless Cooperative (RWC) and Associates to facilitate operations in a production environment.

2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

3.0 Applies To

- 3.1. This applies to RWC contracting Members and Associates requesting the use of the operational capabilities within the RWC.

4.0 Background

- 4.1. Contracted non-Member service providers have a need to communicate with Members.

5.0 Policy Statement

- 5.1. The RWC Governance and IGA provide a definition of Associate. This policy outlines the application process and responsibilities.

6.0 Supporting Rules

- 6.1. An entity may become an Associate if they are contractually obligated to provide support to a Member.
- 6.2. An entity must apply to become an Associate if they are **both** 1) contractually obligated to provide support to a Member; and 2) provide their own subscriber units.
- 6.3. Associates do not have RWC voting rights.

- 6.4. Associates may have a representative on Committees as determined by the Board of Directors.
- 6.5. Associates do not have representation on the Board of Directors.
- 6.6. Categories of membership are specifically defined in Exhibit A of the RWC IGA, Section 2.1.
- 6.7. Associates may only use the network for operational communication in support of a member agency on assigned talkgroups.

7.0 Responsibilities

- 7.1. Requests or updates to become an Associate must be submitted to the RWC Executive Director by an authorized agency representative.
- 7.2. Submissions must include:
 - 7.2.1. Agency name and single point of contact.
 - 7.2.2. Supporting letter(s) or letter of authorization from RWC contracting Member(s) including dates of contract.
 - 7.2.3. RWC Subscriber Workbook.
 - 7.2.4. The authorized service provider or entity that will program the subscribers.
 - 7.2.5. Talkgroup plan to program into subscribers, including justification for encryption access (requires OWG approval).
 - 7.2.6. Purpose of request.
 - 7.2.7. Acknowledge requirements to follow identified RWC Policies and Procedures.
- 7.3. The Executive Director will provide the OWG a summary of the application packet to include:
 - 7.3.1. Requesting Associate.
 - 7.3.2. Contracting Member(s).
 - 7.3.3. Talkgroup plan.
 - 7.3.4. Purpose of request.
 - 7.3.5. Number of subscribers/users.
- 7.4. The OWG is responsible for making recommendations or highlighting issues related to potential RWC Associates.
 - 7.4.1. RWC costs incurred beyond standard interoperability offerings will be the responsibility of the Associate or the Member.
- 7.5. The Board of Directors will approve, deny or request additional information.
- 7.6. The Executive Director will contact the Associate regarding approval status and provide them with:
 - 7.6.1. The approved talkgroups and/or interoperability decks.
 - 7.6.2. RWC invoice, if applicable.
- 7.7. Associates will provide the RWC an updated subscriber list annually.

- 7.8. RWC members are responsible for notifying the RWC Executive Director in writing within sixty (60) days from the date an Associate Member's contract has expired, been cancelled, modified, or has undergone a change of ownership.

8.0 Conditions for Exemption or Waiver

- 8.1. As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and/or Procedures

- 9.1. As listed at www.rwcaz.org.