



MISSOURI DEPARTMENT OF PUBLIC SAFETY
MISSOURI INTEROPERABILITY CENTER

Policy Title: Radio Programming Security Agreement

Version: 2.5

Issued: August 2012

Revised: October 2021

This agreement is between _____, a technician and/or programmer for _____ (company or agency name) and the Missouri Statewide Interoperability Network (MOSWIN).

Key(s) being requested:

Serial Number	Expiration Date

Unit ID Range(s):

Unit ID Range

Talkgroup ID Range(s):

Talkgroup ID Range

Missouri Statewide Interoperability Network programming data and keys are by nature of their used in the public safety environment, sensitive, and in need of protection from revelation or dissemination to those not authorized to possess them. Users or service personnel not specifically authorized are not permitted to program or otherwise modify radios, or any aspect of MOSWIN in any way. The following conditions apply to any security key or radio program developed for use on any piece of equipment in MOSWIN:

- The radio program security key of any manufacturer shall not be provided or divulged for any reason to persons other than those who have been authorized by the MOSWIN System Administration through this agreement.
- Only radios of specifically authorized agencies that have completed an application and MOSWIN User Agreement shall be programmed or otherwise included in the system.
- No radio shall be programmed, or program modified, except for those authorized by this agreement.
- No radio ID shall be programmed into a radio unless authorized to do so. No radio ID shall be duplicated in the MOSWIN system. All radio ID's must fall within the parameters of the MOSWIN interoperability plan and ID plan.
- No talkgroup shall be programmed into a radio unless authorized to do so.
- MO DPS Secure I/Os - Missouri Interoperability Center (MIC) will provision a temporary key and send to the signatory programmer on this agreement. It will be the responsibility of that person to return the key to the MIC within 10 business days.
- The release any talkgroup alias, talkgroup identification numbers, radio identification numbers, or 1266/1265 encryption keys are prohibited pursuant to RSMo. 610.021(18) and RSMo. 610.021(21).
- All agency codeplugs (all revisions) must be submitted to MOSWIN System Administration.
- Each agency and its designees shall be responsible for the integrity of the system key, and any computer equipment on which the key and associated programs reside.
- No modifications will be performed to MOSWIN with regard to setup and operating parameters without the expressed authorization of the system manager and/or his/her designee.
- As an authorized programmer, the signatory agrees to abide by all policies and procedures of MOSWIN System Administration, SIEC and SIGB.

It is understood that the integrity of the system is paramount to the safety of the citizens of Missouri and the public safety responders responsible for ensuring that safety. For that reason, all signatories of this agreement shall not take any action that would in any way detrimentally affect the system, or those affected by the system.

It is understood that programming keys are the property of MOSWIN and that violation of this agreement could cause the employment dismissal and possible prosecution of any individual(s) responsible for causing a security breach, or a condition that could be detrimental



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to the system and/or its security. Individuals could include both the signatories of this document, and those involved in violations of the document. MOSWIN reserves the right to conduct a background check on any individual. Applicant shall provide documentation of applicable certification and/or training.

I, the Agency Authorized Manager, have read, understand and agree to the above guidelines and signify agency agreement to timely report the severance of the Technician's employment. I will report to MOSWIN System Administration any compromise of the proprietary information or violation of this agreement by my agency, the technician or other agency/technicians/parties that comes to my attention.

I, the technician, have read, understand and agree to the above guidelines for access and use of MOSWIN software, software system keys and facilities, and I agree to maintain the integrity and security of any proprietary information in my custody as it pertains to the system. I attest that I have attended factory training and am certified to program trunking subscribers. I understand that I am obligated to attend any mandatory MOSWIN training that pertains to programming trunking subscribers on the MOSWIN system. I will use this information only through my current employment with the above mentioned company/agency and will obtain new approval if I change agency or employer. I will report to MOSWIN System Administration any compromise of the proprietary information or violation of this agreement that comes to my attention. I agree to supply proof of attending radio manufacturer P25 trunking programming training upon request.

Technician/Programmer Signature _____ Date _____

Technician/Programmer Name (print) _____

Date of Birth _____

Email Address _____ Phone Number _____

Street Address _____

City, State, Zip _____

Authorized Agency Manager Signature _____ Date _____

This authorization is necessary for public safety needs, and I recommend approval of this authorization.

Public Safety Official Signature _____ Date _____

(for whom's agency you require this key)

Title _____ Phone _____

Agency Name _____

MOSWIN System Administration Signature _____ Date _____

For Internal Use Only

LOI Date: _____

MA Date: _____



MISSOURI DEPARTMENT OF PUBLIC SAFETY
MISSOURI INTEROPERABILITY CENTER

Missouri Statewide Interoperable Network (MOSWIN) Best Practices

Version: 1.0

Issued: September 2013

Revised:

Mobile Phone Chargers Introduce Noise - The use of mobile phone USB car chargers and other 12 volt accessories can impact the ability of the MOSWIN radio to receive signals from the MOSWIN base station. It is recommended that to ensure optimum MOSWIN radio system coverage, charging cellular phones or other devices via the vehicle's lighter adapter is kept to a minimum.

Wait for Channel Grant - When using the PTT button the MOSWIN network, it is recommended that the user wait to start talking until the system has provided a channel grant via the channel grant indicator (chirp).

Channel Grant PTT's - If the PTT button has been pressed and the channel grant has not occurred, there is a delay in your channel grant request. The system will provide a channel grant as soon as a channel is available. DO NOT again depress the PTT button as your channel request will be "reset" and your first request will lose its place in the queue. Most channel grants will occur in a second or two after the button is depressed. NOTE: In previous systems, there was no confirmation provided to the user that they have received a channel grant and a clear voice path. MOSWIN provides confirmation of each PTT by its users.

Talk Group Announcement - Radios that operate on the MOSWIN network have access to a greater number of talk-groups than they ever had channels in their previous radios. Many users scan a number of pertinent talk-groups and unless they are watching the screen of the radio, may not know which talk-group the calling party called on. Subsequently, it will benefit all users when users preface their call with an acknowledgement of which talk-group they are calling on. An example of this practice would be "Barry County 123 calling Stone County Dispatch on Region D I/O 3"

Unity Gain Wide Band Antenna (148-174 MHz) and Antenna Placement - The MOSWIN network utilizes spectrum between 148-174 MHz. Mobile radio antennae should utilize antennae that are capable of operating in this band to ensure optimum system performance. A Unity Gain quarter wave $\frac{1}{4}$ antenna mounted to the roof of a vehicle with a transmit power of 50 watts and an ERP of 45 watts is the optimum antenna configuration for the MOSWIN network. A 5/8 wave or other gain antennae can be utilized in the MOSWIN network but the antenna gain must be offset by a reduction in transmit power (TPO) in the mobile radio to comply with MOSWIN FCC licensing.

Keep MOSWIN Communications Professional - MOSWIN is a network designed to support public safety communications. The usage and viability of the network is represented by the manner in which it is used. All communications on the MOSWIN network reflect the professionalism of the network's users. Keep in mind, the PUBLIC IS LISTENING!

How to clear the emergency button - If the emergency button is activated on your MOSWIN radio notify dispatch and co-workers of your status and the need for declaring the emergency. After the emergency subsides, acknowledge and cancel the emergency by pressing and holding the emergency button until it clears the emergency.

Any questions, contact MOSWIN System Administration at mosysadmin@dps.mo.gov or 1-855-4MOSWIN