Iowa Statewide Interoperable Communications System (ISICS)
Standards, Protocols, Procedures

ISICS Standard:	**Standard #:**	3.12.0
Use of Shared Talkgroups	Date Adopted:	11/08/2018
	Date Reviewed:	02/04/2026
	Version:	V1.1

1. Purpose or Objective

The intent of this standard is to provide an option to the users of the Iowa Statewide Interoperable Communications System (ISICS), which will allow the talkgroup owners to "at their discretion" predefine sharing authorizations for other agencies.

2. Technical Background

N/A

3. Operational Context

Talkgroups are considered to be "Owned" by the agency requesting the creation of the talkgroup, similar to the ownership that applies to conventional RF resources. As the owner of the talkgroup, the owning agency has the authority and control to define who can and cannot use the talkgroup and to what degree. Traditionally this process has been primarily accomplished with "letters of authorization".

The optional method to simplify this process is for the owning agency to predefine sharing authorizations, as diagrammed in the chart in section 6.

The predefined authorizations are kept in the talkgroup spreadsheet with the System Administrator who is responsible for the system programming for the using agency. These spreadsheets would be shared among the Subsystem Administrators and would be available to users of the system to reference for talkgroup planning. If an agency does not predefine sharing authorization for a particular talkgroup, the default will be a "P" as defined in paragraph 4.

4. Recommended Protocol/Standard

The following codes are combined to define the intended pre-authorizations:

P	Permission is required to gain authorization for use. A letter of permission must be generated and on file with the appropriate System Administrators.
D	Defined agencies may share, to be defined in a separate letter. The letter would outline specific purpose talkgroups, i.e., only dispatch console, only neighboring cities, etc. The letter will be on file with the appropriate System Administrators.
L	Like agencies may share, "Fire, Medical, Law, Works, etc"
A	All agencies. No restriction on sharing, except for the media, which is handled as a separate procedure in this manual.
RX	Only authorized to receive.
TX	Authorized to transmit and receive.

5. Recommended Procedure

Subsystem Administrators and the System Administrator, working with the user groups perform this task.

6. Management

The System Administrators are responsible for the management of this procedure.

The following table is a portion of an example template to outline which talkgroups an agency may want to share. The larger table is also used to layout the fleetmap information as described in ISICS Standard 3.4.0 - Fleetmap Standards.

Talkgroup	Owning Agency	Description	Administrating Agency	Global Sharing Authorizations P = Permission letter required to gain authorization for use D = Defined Use – Letter required L = Like Agencies may share “Fire, Medical, Law, Works” etc. A = All Agencies RX = Are only authorized to receive TX = Are authorized to receive & transmit**
Talkgroup 1				D-TX
Talkgroup 2				L-TX
Talkgroup 3				A-TX
Talkgroup 4				P-RX
Talkgroup 5				P-TX
Talkgroup 6				D-TX
Talkgroup 7				L-TX
Talkgroup 8				A-TX
Talkgroup 9				P-RX
Talkgroup 10				P-TX
Talkgroup 11				D-TX
Talkgroup 12				L-TX
Talkgroup 13				A-TX
Talkgroup 14				P-RX
etc.				P-RX

**The "RX" option shown in the table is an authorization that permits receive only use, although the radio may be technically capable of transmitting (TX) operation on the talkgroup.

Appendix: Sample MOU for Shared Talkgroups

Template

Memorandum of Understanding (MOU)
between
[Insert Local Party A Here]
and
[Insert Local Party B Here]
regarding
[Insert Subject of MOU Here]

I. Introduction

This Memorandum of Understanding (MOU) is entered into by [insert local party A here] of [insert address of local party A here] and [insert local party B here] of [insert address of local party B here]. Today's public safety realities have highlighted the need for this type of agreement based on [insert background of issue prompting this MOU here]. This MOU addresses the current challenge of [insert issue/challenge facing the community here]. To ensure that the public safety community reaches optimal utilization of finite communications resources and maximum interoperability, this agreement will [insert action accomplished by MOU here]. In addition, this agreement allows for a partnership between local governments which benefits the public safety and public service officials serving our citizens.

II. Purpose

The purpose of this agreement is to provide for [insert subject of MOU here] between [insert local party A here] and [insert local party B here]. It also includes [insert additional subject matter pertinent to the MOU here]. Specifically [insert local party A here] and [insert local party B here] agree to the following obligations per this agreement.

Obligations of [insert local party A here]

[Insert local party A here] agrees to [insert required action here]

[Insert local party A here] agrees to [insert required action here]

[Insert local party A here] agrees to [insert required action here]

Obligations of [insert local party B here]

[Insert local party B here] agrees to [insert required action here]

[Insert local party B here] agrees to [insert required action here]

[Insert local party B here] agrees to [insert required action here]

III. Definitions

"Agreement" means this MOU between the [insert local party A here] and [insert local party B here], setting forth the services provided as well as the terms and conditions under which the services are provided and includes its exhibits, attachments, and any renewals or attachments.

"[Insert acronym here]" is the [spell out acronym here] which is defined as [insert definition here].

"[Insert additional terms to be defined here] is defined as [insert definition here]."

IV. Policy

It shall be the policy that [insert capability/resource here] will be used for [insert intended purpose here]. Use of the [insert capability/resource here] will last for [insert time duration here] or until this agreement is amended or terminated. [Insert name of appropriate party here] will dictate all future use of the [insert capability/resource here] and be responsible for the authorization of future users.

V. User Procedure Requirements

As previously stated in this document, the [insert capability/resource here] is intended for use when it will enhance the safety or effectiveness of personnel performing their operational responsibilities. The [insert capability/resource here] may be requested, if needed, to allow [insert type of communications here] between each agency's command personnel dealing with [insert type of operational responsibility here]. Specific training, exercise, and equipment requirements will be addressed and managed by [insert appropriate parties here]. Additional requirements include [insert additional requirements here].

VI. Financial Procedures

Funding sources associated with this agreement may include any combination of Federal, State, local, and private funding. The [insert name of appropriate party here] will propose a budget for such funds as may be under the control of the parties involved. All parties may request changes to any budgets as deemed appropriate. Such changes shall be subject to the approval of [insert name of appropriate party or parties here].

To ensure proper accountability and financial management of the agreement, [insert name of appropriate party here] will be responsible for the performance of all necessary bookkeeping and accounting activities.

VII. Maintenance

Both parties understand that maintenance will be required on an ongoing basis. [Insert appropriate party here] shall assume the cost of all operation, maintenance, repairs, and license designations of the [insert interoperable communications equipment here] and shall keep the equipment in a clean, safe, and good operating condition for the duration of this agreement.

VIII. Governance

The [insert name of governance body here] will be responsible for the enforcement of local communications capabilities agreed to in this MOU. This governance body is comprised of [insert name of members here] and led by [insert name of leader here], chosen through stakeholder consensus. The [insert name of governance body here] will review policy recommendations and changes that would affect key principles of this agreement. Decisions entered into by the oversight body will be made through majority vote.

IX. Updates to the MOU

This agreement may be revised or amended at any time by mutual agreement of all parties and the governance body. Once the language of the MOU is modified the [insert name of governance body here] will provide all parties of the MOU with written notification of the change and reissue the modified MOU.

X. Duration

This agreement shall remain in effect from the latest date written below through [insert date here], or until such time as either party, upon [insert number of days here] days prior, provides written notice to the other party requesting the agreement's cancellation (see "Termination" below). This agreement can be renewed prior to its expiration upon written agreement of the parties.

XI. Termination

Either party may terminate this agreement by giving [insert number of days here] days advanced written notice to the other party. If a party terminates their participation in this agreement, the party shall be liable only for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.

XII. Local Considerations

This agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of [insert State name here] and the laws of [insert name of locality here]. In particular, this agreement adheres to [insert name of appropriate State/local law here] which states [insert description of appropriate State/local law here].

XIII. Signatures

[Insert name of local party A representative here] [Insert title of local party A representative here]
[Insert name of local party A here]

(Signature)_____(Date)_____