

**Title: Policy and Procedure Management**

Index: 101-E

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Author: Steven Campbell, DHFD / Ben Goff, PCDOT

Owner: Operations Working Group (OWG)

### **1. Purpose**

- a. Establishes the process for management of all Pima County Wireless Network (PCWIN) policies and procedures.

### **2. Background**

- a. The PCWIN radio communications system supports both public safety and public service operations. Technical and Operational policies and procedures have been developed to ensure compliance with system standards.

### **3. Policy Statement**

- a. The PCWIN Operations Working Group (OWG) is generally responsible for the development and implementation of policies and procedures. The Technical Working Group (TWG) will occasionally draft policies and procedures of a more specific technical nature.
- b. Every PCWIN agency is responsible to monitor adherence to PCWIN policies and procedures.
- c. The PCWIN Executive Director is responsible for administratively managing the PCWIN policies and procedures as well as maintaining the approved documents in an online Policy and Procedure Document Directory.
- d. Policy Approval
  - i. The authority to approve or amend policies rests with the PCWIN Board of Directors
  - ii. The PCWIN Executive Director has the authority to approve or amend all procedures and forms.
  - iii. If the OWG deems it necessary, the procedure can be forwarded for technical review and/or approval from another responsible committee or authority.
  - iv. Any request for changes to approved PCWIN policies or procedures will be referred to the OWG for consideration and recommendation.
- e. Policy Waiver
  - i. An exemption or waiver to all or a portion of an adopted policy or procedure may be requested by any PCWIN member agency. An exemption or waiver request may be on their behalf or for a sponsored entity. An exemption or waiver request may be temporary or permanent

- ii. All requests shall be submitted to the Executive Director. The request must state the specific policy or procedure for which an exemption or waiver is sought, the expected duration of the waiver, the conditions which impel an exemption or waiver, and any other supporting documentation the requesting agency wishes to have considered
- iii. The Executive Director has full discretion to place the request before the appropriate PCWIN bodies (Technical Working Group, Operations Working Group for procedures, and the Board of Directors for policies) for consideration and recommendation. The Executive Director shall report any granted requests and accompanying conditions to the PCWIN Operations Work Group.

**4. Applies to**

- a. All users of the 800 MHZ Digitally trunked radio system's secure capabilities

**5. Supporting Rules**

- a. None

**6. Conditions for Exemption or Waiver**

- a. None