REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. **A-06.10**
Subject: **Policy and Procedure Management Policy**	**Revised: 11/2025** **Prior Rev:** **10/2023**

1.0 Purpose

1.1 Establishes the process for management of all Regional Wireless Cooperative (RWC) policies and procedures.

2.0 Owner

2.1 RWC Operations Working Group (OWG).

3.0 Applies To

3.1 All approved users of the RWC Network.

4.0 Background

4.1 The RWC 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.

5.0 Policy Statement

5.1 The RWC OWG is responsible for the development, implementation, and monitoring adherence to policies and procedures.

6.0 Supporting Rules

6.1 The RWC Board of Directors approves policies to regulate and direct, actions and conduct of RWC Members, Participants, and entities using the RWC Network.

6.2 The RWC OWG approves procedures which define a process to follow in order to implement policy.

7.0 Responsibilities

7.1 The RWC Executive Director is responsible for administratively managing the RWC policies and procedures as well as maintaining the approved documents in the online Policy and Procedure Document Directory.

7.2 Policy Approval

7.2.1 Upon approval by the OWG, all new and revised policies will be forwarded to the Executive Committee for review and recommendation for Board approval.

7.2.2 If the Executive Committee deems policy revisions to be minor or non-substantive, such revisions do not require Board approval.

7.2.3 All new policies must be approved by the Board.

7.3 Procedure Approval

7.3.1 Procedures will be submitted to the Executive Director who will forward them for review and approval by the OWG.

7.3.2 If the OWG deems it necessary, the procedure can be forwarded on to the Executive Committee and/or the Board of Directors for approval.

7.4 Policy and Procedure Review

7.4.1 At the discretion of the Executive Director the Policy Working Group will review policies and procedures at a minimum on a bi-annual basis.

7.5 Any request for changes to approved RWC policies or procedures will be referred to the OWG for consideration and recommendation.

7.6 Any policies or procedures in conflict at the OWG level will be forwarded to the RWC Executive Committee for direction and resolution.

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.