


<p style="text-align: center;"><b>REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</b></p>	
	<p>No. A-05.10</p>
<p>Subject: Frequency Management Policy</p>	<p>Effective Date 12/16/10 Rev: 10/01/2019</p>

## 1.0 Purpose

- 1.1. The purpose of this policy is to establish how voice, data and/or microwave frequencies licensed and used by the Regional Wireless Cooperative (RWC) network are managed.

## 2.0 Owner

- 2.1. RWC Operations Working Group (OWG)

## 3.0 Applies To

- 3.1. This applies to all members who license frequencies used by the RWC network.

## 4.0 Background

- 4.1. The RWC IGA allows RWC members to maintain licensure of frequencies which they have justified and obtained for use in the RWC network. To ensure that the RWC has a consistent, timely, and unified approach to frequency management and licensing, it is necessary to consolidate these functions under the RWC Network Administrator.

## 5.0 Policy Statement

- 5.1. Frequencies are licensed by Member agencies in accordance with rules established in the RWC IGA.
- 5.2. The Network Administrator shall coordinate, manage, and renew all frequencies used by the RWC network.

## 6.0 Supporting Rules

- 6.1. Licensees will be consulted when any changes to the use of their frequencies are proposed.
  - 6.1.1. Contact information for each licensee Member agency must be provided to the Network Administrator.
- 6.2. Members with licensed frequencies shall take the necessary steps with the Federal Communications Commission (FCC) to provide the proper rights to manage and

administer licenses used by the RWC network to the RWC Network Administrator.

## **7.0 Responsibilities**

- 7.1. The RWC Network Administrator is responsible for maintaining a database of all frequencies used by the RWC network, the license holder contact information, license renewal dates, and any other information required by FCC regulations.
- 7.2. The designated RWC Network Administrator shall assign a frequency manager who will be responsible for coordination of all FCC licensing.
- 7.3. All licensees must provide the designated RWC Network Administrator rights as described in 6.2 above.

## **8.0 Conditions for Exception 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](http://www.rwcaz.org).