

<p style="text-align: center;"><b>REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</b></p>	
	<p>No. A-06.10</p>
<p>Subject:  Policy and Procedure Management Policy</p>	<p>Effective Date:  07/13/2010  Rev: 09/03/2019</p>

### **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 Operations Working Group (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. The OWG will review all policies and procedures 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](http://www.rwcaz.org).