

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	1 – Management of System	Radio TOC Recommendation
Sub-Section:	METRO 1.5.2	Date: 5/24/01
Procedure Title:	Revisions and Changes	
Date Established:	3/19/01	MESB Approval - Signature:
Replaces Document Dated:	5/24/01	
Date Revised:	7/19/07	Date: 06/01/01

1. Purpose or Objective

The purpose of this section is to set forth the process by which these standards, protocols and procedures will be revised and/or changed.

This procedure will address changes resulting from periodic procedure reviews or requests for additions, deletions or changes made by a participating Project 25 or conventional agency.

2. Technical Background:

- **Capabilities** N/A
- **Constraints** N/A

3. Operational Context:

Metropolitan Emergency Services Board (MESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the shared region-wide 800 MHz digital trunked public safety radio system.

The users fall into two groups:

- Full participants in the shared infrastructure
- Conventional users who will have access to the regional system by utilizing interoperability equipment that has been designed into the system.

The ability to communicate between these two groups is possible due to the interoperational hardware and software installed on the region-wide system. The improper use of this equipment can have minor to grave consequences. These standards, policies and procedures have been set forth by teams consisting of radio users and managers from both groups so as to provide optimum service to the citizens of the metropolitan area, while minimizing potential negative consequences. Therefore, changes must not compromise the integrity of the Regional Public Safety system or any of its participants.

4. Recommended Protocol/ Standard:

Requests to delete, add and/or change adopted standards, policies and/or procedures must be made in writing to the MESB. In the interest of time, the Chair or the Executive Director of the MESB may direct a request for immediate consideration to the Radio Technical Operations Committee (TOC).

5. Recommended Procedure:

1. A written request for any change must be sent to MESB and include:
 - A full description of the deletion, addition or change including section and sub-section references
 - The reason for the change (including the potential consequences if the request is not approved)
 - A preliminary assessment on the other regional system users, and an estimate of associated costs, if any.
2. At their discretion the MESB may act on the request, but will generally forward requests to the Radio TOC for review, analysis and/or recommendation.
3. The MESB may direct the Radio TOC to conduct an assessment which may address:
 - Technical impact to current and future system performance including which system or subsystem will be or may be affected.
 - Operational impact to current and future system performance including effects on system capacity and determination of those systems or subsystems that will be or may be affected.
 - The degree of conformance with Radio Board plan and standards.
 - Cost impact to Radio Board and current participants
 - Potential alternatives
4. Radio TOC will forward the completed assessment to the MESB along with recommendations including strategies to mitigate negative impacts, if appropriate.
5. The MESB will advise all affected agencies of all requests along with potential impact and invite their comment.
6. The MESB may approve, disapprove or modify the request. The Board will notify all affected parties of their decision.
7. If approved, the MESB will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

6. Management

The Executive Director and staff of the Metropolitan Emergency Services Board, acting on behalf of the board, will manage this process.