

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

Document Section:	<b>1 – Management of System</b>	Radio TOC Recommendation
Sub-Section:	<b>METRO 1.5.3</b>	Date: 5/24/01
Procedure Title:	<b>Variations &amp; Waivers</b>	
Date Established:	<b>3/19/01</b>	MESB Approval - Signature:
Replaces Document Dated:	<b>5/19/01</b>	Date: 06/01/01
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**1. Purpose or Objective**

The purpose of this section is to set forth the process by which variances or waivers to these standards, protocols and procedures will be granted to a requesting agency.

- **Variance** is defined as an allowed divergence from full adherence to an adopted standard, protocol or procedure.
- **Waiver** is defined as a complete release from an adopted standard, protocol or procedure.

**2. Technical Background:**

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

**3. Operational Context:**

The 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 maximize service to the citizens of the metropolitan area and minimize potential negative consequences. Therefore, variances and waivers must not compromise the integrity of the Regional Public Safety system or any of its participants.

**4. Recommended Protocol/ Standard:**

- Each request for variance or waiver from the adopted standards, policies and/or procedures must be made in writing to the MESB.

**5. Recommended Procedure:**

1. A written request for the variance and/or waiver must be sent to the MESB and include:
  - A full description of the desired variance or waiver including section and sub-section references,
  - The reason for the variance or waiver (including the potential consequences if the request is not approved),
  - A preliminary assessment on the other regional system users, and an estimate of any associated costs.
2. At their discretion the MESB may act on the request, but will generally forward requests to the Radio Technical Operations Committee (TOC) for review, analysis and/or recommendation.
  - The Executive Director, or his designee, in consultation with the affected system manager, may approve a temporary variance or waiver until the official process is completed.
  - Emergency deviations from the standards must be communicated to all affected parties.
3. An assessment will be conducted by the Radio TOC and will address:
  - Technical impact to current and future system performance including which system or subsystem will be or may be affected.
  - Operational including capacity impact to current and future system performance including which system or subsystem will be or may be affected.
  - The degree of conformance with MESB plan and standards.
  - Cost impact to the MESB and current participants
  - Potential alternative solutions
4. The Radio TOC will forward the completed assessment to the MESB along with recommendations including ways to mitigate negative impact 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 or modified, 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.