

# Policy Statement

## State of Iowa

<b>Policy Name:</b>  <b>Policy and Standard Adoption, Review, and Revision</b>	<b>Policy#:</b>	<b>ISICS 2023-02.G</b>
	Date Adopted:	12/14/2023
	Date Reviewed:	
	Version:	1.0

### Purpose or Objective

To establish, monitor, and maintain policies and protocol and ensure interoperable communications function properly through best practice and standards on the Iowa Statewide Interoperable Communications System (ISICS) and other conventional interoperability channels.

### Background

The Iowa Statewide Interoperable Communications System Board (ISICSB) is established in Code of Iowa sections 80.28 and 80.29. ISICSB is charged to develop, implement and oversee policy, operations, and fiscal components of communications interoperability efforts at the state and local levels, and to coordinate similar efforts at the federal level, with the objective of overseeing operation of statewide integrated public safety systems, and establish, monitor, and maintain appropriate policies and protocols.

### ISICSB Policy

New policy or standard can be drafted at any time through ISICSB Committee and current policy or standard will be updated when deemed necessary and appropriate. Any individual or entity may request creation of or changes to policy or standard through writing to the Statewide Interoperability Coordinator (SWIC) or ISICSB Chair, who will assign it to the appropriate Committee(s) of the ISICSB. Draft policy or standard will be circulated through each ISICB Committee for review. Final draft policy or standard will be presented to the full ISICS Board. All draft policy or standard will be open for a public 30-day comment period before a Board decision is considered. All comments will be carefully reviewed to identify potential pitfalls, evaluate relevant variables, and explore alternative approaches. Any substantial changes made to the draft policy/standard after a 30-day comment period has commenced will require subsequent additional 30-day public comment period(s). Once all comments and concerns have been addressed and a draft policy/standard is in a final draft form, it may be presented to the full ISICS Board for consideration of adoption.

ISICS standards and policies will be reviewed at least once every three (3) years. Review will be delegated on a rotational calendar basis and each will be the responsibility of the ISICSB

Committee with which the standard/policy most closely aligns. The policy and standard review calendar will be maintained by the Governance Committee Chair and/or SWIC.

The SWIC, ISICSB Chair or their designee can make minor changes that are considered routine policy/standard maintenance. No additional ISICSB review process is needed for these kinds of non-substantial changes. A non-substantial change is a routine, minor change that does not alter the meaning or scope of the policy/standard. Examples would include updating organizational names, locations of resources, contact information, corrections for broken links, typographical errors, and formatting issues. All non-substantial changes will be conveyed in the information sharing portion of the ISICSB meeting. All non-substantial changes will be recorded as a progressive sub-section of the original version (i.e., 1.1, 1.2, 1.3). The date of the non-substantial change will be documented in the “date reviewed” field on the date the change was actually made and recorded by the SWIC’s office.

Substantial changes are those that add or subtract meaning or protocol from a standard or document or change the way in which a practice is implemented. The ISICSB will determine if a substantial change requires a 30-day public comment period. For many substantial changes a 30-day public comment period will be customary procedure. All substantial changes will be recorded with a progressive version change of the policy/standard (i.e., 1.0 to version 2.0). The date of the substantial change will be documented as the date of the ISICSB meeting in which those changes are approved by the Board and will be documented in the “date reviewed” field.

Policy or standard review that requires no change will be documented as the date of the Committee meeting in which the policy or standard was reviewed and will be documented in the “date reviewed” field.

Any individual or entity may request change to an ISICSB policy or standard by making a change suggestion in writing to the SWIC or ISICS Chair who will then assign it to the appropriate Committee(s) of the ISICSB. The Committee will review and scrutinize the change proposal by identifying pitfalls, considering variables, and identifying alternatives. The SWIC or ISICSB in coordination with the appropriate ISICSB Committee(s) may establish a workgroup to facilitate this process before making a final recommendation to the ISICSB.

The following points related to timing should be followed during the implementation of this policy:

- Change suggestions may be submitted to the ISICSB at any time and this policy may be applied at any time.
- Change suggestions determined necessary by the Committee, will be recommended for a 30-day comment period. Comments received will be reviewed by the Committee and implemented if deemed necessary and appropriate.
  - This process may repeat numerous times if significant changes continue to be made to the draft document.
- Once a final draft is established, final recommendation will then be brought to the ISICSB for Board approval.

- The process established in this policy should be expected to take at least six months for non-urgent requests.

### **Management**

All policy and standard along with previous versions will be maintained by the SWIC's office.