Policy Statement

State of Iowa

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

WHEREAS: 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 polices and protocols, expand, maintain and fund stakeholder education, public education, and official education programs to demonstrate value of short-term communications interoperability solutions;

WHEREAS: ISICSB is tasked with establishing, monitoring, and maintaining policies and protocols that ensure interoperable communications function properly by following best practices and standards on the Iowa Statewide Interoperable Communications System (ISICS) and other conventional interoperability channels;

NOW THEREFORE;

IT IS ISICSB POLICY: Proposed new policy or standard can be drafted at any time through ISICSB Committee when deemed necessary and appropriate. Any individual or entity may request new policy or standard through writing to the SWIC or ISICS 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 Board. All draft policy or standard will be open for a public 30-day comment period before a Board decision. All comments will be scrutinized to identify pitfalls, consider variables, and identify alternatives. The final draft policy or standard will be reviewed by Governance Committee who may then recommend it be adopted by the Board.

IT IS ISICSB POLICY: 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 or policy most closely aligns. The Policy and Standard Review calendar will be maintained by the Governance Committee Chair or Statewide Interoperability Coordinator (SWIC).

IT IS FURTHER POLICY THAT: 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.

IT IS FURTHER POLICY THAT: All changes, substantial and non-substantial will be recorded with a version change of the policy/standard. All previous versions will be maintained by the SWIC. The date of the non-substantial change will be the date of the ISICSB meeting in which those changes are shared in the information sharing portion of the meeting and will be documented in the "Date Reviewed" field. 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.

IT IS FURTHER POLICY THAT: 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. 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.