Iowa Statewide Interoperable Communications System (ISICS)
Standards, Protocols, Procedures

ISICS Standard:	**Standard #:**	2.1.0
Variance and Waivers	Date Adopted:	08/10/2017
	Date Reviewed:	9/17/2026
	Version:	V1.1

1. Purpose or Objective

The objective of this standard is to provide guidelines for granting a temporary or permanent *variance* and/or *waiver* to the established standards, policies, protocols and procedures to a user of the Iowa Statewide Interoperable Communications System (ISICS). These terms as they relate to the ISCIS are defined as follows:

- **Variance**-The approved deviation from the established and mandated ISICS standards, policies, protocols and procedures in which the deviation would not jeopardize the integrity of the system and/or cause an undue burden on other users.
- **Waiver**-An approved release from the mandate to adhere to a specific ISICS standard, policy, protocol, and procedure. The waiver will only be granted if the waiver does not jeopardize the integrity of the system and/or cause an undue burden on other users.

2. Technical Background

- **Capabilities**

  N/A

- **Constraints**

  N/A

3. Operational Context

While the Iowa Statewide Interoperable Communications System Board (ISICSB) acknowledges there are times when a standard, policy, procedure and/or protocol may

create an undue burden on a user or may not be able to be successfully complied with, the number one priority is to ensure the integrity of ISICS is upheld so all users are able to enjoy the benefits of the system. If granting a variance or waiver would jeopardize this overall goal, then it will not be granted.

4. Recommended Protocol/Standard

All requests for a variance or waiver must be provided in writing to the Statewide Interoperability Coordinator (SWIC). All oral requests will be viewed as an inquiry and a request for guidance and not a formal request for a variance or waiver.

5. Recommended Procedure

The agency requesting approval for a variance and/or waiver must submit its request in writing to the SWIC. The request must contain the components below.
Any incomplete requests will be denied. If more than one variance or waiver is being requested, then the required elements must be completed for every variance and/or waiver being requested.

Required Elements

1) Provide a detailed description of the variance and/or waiver being requested.
2) Provide detailed justification for the variance and/or waiver. If the standard, protocol and/or procedure in which the variance or waiver being requested causes the agency harm or has negative consequences on the agency, then this must be described in detail.
3) Detailed account of how, if at all, granting the variance or waiver will affect other users on the system.

Process of Review

Upon receiving the request for a variance and/or waiver, the SWIC will review the request to ensure all required elements are present. If elements are missing, then the request will be denied and returned to the user. If all elements are present, then the application will be forwarded to the appropriate experts in the subject matter as identified by the SWIC and Statewide System Administrators.

Elements considered when Approving or Denying a Request for Variance of Waiver

1) Technical component
    a. Current impact
    b. Future impact
2) Impact to the operational components
    a. Already established systems
    b. Future systems
3) The agency's conformance with other standards, protocols, and procedures
    a. Impact on the operational components
    b. Already established systems

4) Current and future cost to the ISICS and other users if a variance or waiver is granted
5) Alternatives to granting the variance or waiver

Once reviewed, the ISICSB will have an open comment period for all affected users. Each affected user will be provided notice of any potential negative impacts if the variance or waiver is granted. The impacted agency will be given 30 days to provide a written response.

In emergency situations, a temporary variance or waiver may be approved. Oral and written notice must be provided to affected agencies.

Full approval of the variance and/or waiver will be provided in writing to affected parties and posted electronically for all other users to review.

6. Management

The ISICSB and the SWIC are responsible for reviewing and granting or denying variances and waivers to requesting agencies with guidance and recommendation from Statewide System Administrators and other technical experts as required.

Assumptions: The ISICSB assumes the SWIC will strictly adhere to this standard. The SWIC will utilize the expertise of subject matter experts in making the best recommendation to the ISICSB and to protect the integrity of the system. In making his or her recommendation, it is assumed the SWIC will act as a disinterested person.

Liability: The ISICSB acknowledges normal liabilities as they relate to the employer-employee relationship as recognized by the Iowa Code. Additionally, liability may arise if a variance or waiver is granted and harm is caused to another user of the system and thereby affecting the overall integrity of the system.

Cost: ISICSB is aware this standard creates an opportunity for possible unknown costs to the ISICSB in its implementation. These costs could include the services of the subject matter experts and others who assist in the process.