

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

Document Section:	1 - Management	CMRAC Recommendation Date:
Sub-Section:	1.5 Changing Policies & Standards	
Procedure Title:	1.5a Revisions and Changes	CMRB Approval - Signature: Date:
Date Established:	9/22/2006	
Replaces Document Dated:		
Date Revised:		

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:

Central Minnesota Radio Board (CMRB) 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 Central Minnesota region, 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:

ROUTINE REVIEW

- Under the direction of the CMRAC this manual of standards, protocols and procedures first review will be within one year of the adoption of these standards. Thereafter a review will be conducted annually, in May, by an appointed task team to determine if changes are warranted. The process will include, but not be limited to, a public comment period of no less than 30 days and a very brief survey of managers of participating and conventional agencies.
- The survey questions would be along the lines of: 1) Are the standards, protocols or procedures positively supporting your radio communications? 2) Are they negatively affecting your radio communications? If yes, explain. 3) Do any standards, protocols or procedures need to be changed or eliminated? If yes, explain and specify procedure sections number(s).
- Upon completion of the review the task team will present to the CMRAC:
 - ✓ Written report of all findings
 - ✓ Survey results
 - ✓ Recommended changes.

SUBMITTED REQUESTS

- Requests to delete, add and/or change adopted standards, policies and/or procedures must be made in writing to the Central Minnesota Radio Board. In the interest of time the Chair or the Executive Director of the CMRB may direct a request for immediate consideration to the CMRAC.

5. Recommended Procedure:

1. A written request for any change must be sent to CMRB 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 CMRB may act on the request, but will generally forward requests to the CMRAC for review, analysis and/or recommendation.
3. The CMRB may direct the CMRAC 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.

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- 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. CMRAC will forward the completed assessment to the CMRB along with recommendations including strategies to mitigate negative impacts, if appropriate.
 5. The CMRB will advise all affected agencies of all requests along with potential impact and invite their comment.
 6. The CMRB may approve, disapprove or modify the request. The Board will notify all affected parties of their decision.
 7. If approved, the CMRB will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

6. Management

The Executive Director and staff of the Central Minnesota Radio Board, acting on behalf of the board, will manage this process.