



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

Standard Name:	Variance and Waivers		Date Created:		11-29-16	
Standard Policy #	2.1.0	Section Title: Governance	Management of System		Status	Completed
Approval Authority:	ISICSB		Adopted:	08/10/2017	Reviewed:	08/10/2017

1. Purpose or Objective

0

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

- **Variance**-The approved deviation from the established and mandated ISICS standards, 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, 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**
- **Constraints**

3. Operational Context

While the Iowa Statewide Interoperable Communications System Board (ISICSB) and Standards Coordinator acknowledge there are times when a standard, 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 ISICS Standards Coordinator. 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 Standards Coordinator. 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 Standards Coordinator 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 Standards Coordinator.

Elements Considered when Approving or Denying a Request for Variance or 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
- (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

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 Standards Coordinator are responsible for reviewing and granting or denying variances and waivers to requesting agencies.

Assumptions: The Standards Working Group assumes a Standards Coordinator will be appointed, and the individual will strictly adhere to this standard. The Standards Coordinator 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 Standards Coordinator will act as a disinterested person.

Liability: The Standards Working Group 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: Exact costs to the ISICSB are unknown at this point, but potential costs could include the services of the Standards Coordinator and other experts who assist in the process.