



Santa Cruz Consolidated  
Emergency Communications Center


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9-1-1 FIRE  
POLICE  
MEDICAL



Scotty A. Douglass  
General Manager

**COMMUNICATIONS ADMINISTRATIVE  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>250</b>	<b>Date Issued:</b>	March 18, 1993
<b>Section:</b>	200 – Administrative Policies	<b>Date Revised:</b>	March 26, 2009
<b>Accreditation Standards:</b>	CALEA 2.1.2		
<b>SUBJECT: LINE OF SUCCESSION</b>			
<b>APPROVED:</b>			
	Board Chairperson		

- 1.0 For the purposes of this policy, the Executive level line of succession for the Center shall be as follows:
  - 1.1 General Manager
  - 1.2 Division Manager according to Length of Service (as defined by Policy No. 1150)
  - 1.3 Coordinator according to Length of Service (as defined by Policy No. 1150)
  - 1.4 Supervisor according to Length of Service (as defined by Policy No. 1150).
- 2.0 Full time employees of the Center may be temporarily assigned to act in a higher position.
  - 2.1 Employees acting in a higher position shall have the full authority and responsibility of the position for which they are acting.
  - 2.2 Employees acting in a higher position should exercise care in areas with which they are unfamiliar.
- 3.0 Employees temporarily assigned to act at the Executive level should seek advice from the Board Chairperson where necessary.