



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**

Policy No. 287	Date Issued:	November 26, 2003
Section: 200 – Administrative Policies	Date Revised:	September 1, 2009
Accreditation Standards: CALEA 1.2.1, 1.2.3, 2.2.5, 2.6.3		
SUBJECT: ADMINISTRATIVE REPORTING SYSTEM		
APPROVED: 		
Scotty A. Douglass, General Manager		

The purpose of an administrative reporting system is to provide a process for reporting organizational activities outside of day-to-day operations. Unless otherwise specified, the following administrative reports will be presented at the first regular Staff Meeting after the due date. The presentation of these reports at Staff Meetings will facilitate the cohesion and cooperation of the various organizational functions.

The Support Services Manager will maintain and manage the schedule of administrative reports and the due dates. The current schedule of administrative reports is as follows.

1.0 Schedule of Administrative Reports

1.1 Annual Report

- 1.1.1 The purpose of the Annual Report is to provide an overview of the Authority's activities and accomplishments for the previous fiscal year. The annual report also contains an evaluation of the goals for the previous fiscal year and a statement of goal for the next fiscal year.
- 1.1.2 The General Manager is responsible for the preparation of the Annual Report.
- 1.1.3 The Annual Report is prepared annually, by calendar year. It is distributed to the Board of Directors, User Committee, and all employees.

1.2 Safety Program Report

- 1.2.1 The purpose of this report is to provide an annual review and written report of the issues and conditions that affect risk, worker's compensation, and liability for the Authority. The report should review operational and facility issues to identify potential problems. Typically, this report is prepared for inclusion in the Annual Report.
- 1.2.2 The General Manager is responsible for the preparation of this report.
- 1.2.3 This report is prepared annually and is distributed as part of the Annual Report under the "Safety" heading.

1.3 Community Involvement Report

- 1.3.1 The purpose of this report is to provide an annual summary of community involvement issues and activities.
- 1.3.2 The Support Services Manager is responsible for the preparation of this report.
- 1.3.3 This report is prepared annually, by fiscal year, and submitted to the General Manager and distributed to staff at a regular Staff Meeting.

1.4 Monthly Accounting Reports

- 1.4.1 The purpose of these reports is to establish a system to ensure the orderly, accurate, and complete documentation of the flow of funds.
- 1.4.2 The Senior Administrative Assistant assigned to the Business Division is responsible for the preparation of these reports.
- 1.4.3 These reports are prepared monthly and submitted to the General Manager. They are filed and maintained in the business office and distributed as required.

1.5 Report of Potential Liability

- 1.5.1 The purpose of this report is to identify all incidents where employees have allegedly performed in any manner that created an increased likeliness of death or injury to persons or significant loss of property.
- 1.5.2 The Operations Supervisors are responsible for the preparation of these reports.
- 1.5.3 These reports are prepared whenever an incident as described above occurs and they are prepared and distributed in accordance with Policy No. 7010 (Communications Concern/Inquiry Form).