Santa Cruz Consolidated
Emergency Communications Center
495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE POLICE MEDICAL

Michael J. McDougall
General Manager

COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No.	**288**	Date Issued:	November 26, 2003
Section:	200 – Administrative Policies	Date Revised:	
Accreditation Standards:	CALEA 1.2.4		

SUBJECT: AGENCY FORMS

APPROVED: _____
Michael J. McDougall, General Manager

The intent of this policy is to ensure accountability for all forms intended for agency-wide use by SCCECC. This policy does not apply to forms supplied by User Agencies, forms controlled by another level of government, forms supplied by vendors or service providers, or to forms created for individual use.

1.0 Procedure

1.1 Any employee who recognizes a need for a new form or for a modification to an existing form will submit their suggestion to the appropriate manager or to the Dispatch Representative to Staff.

1.2 If the manager or representative agrees with the suggestion, s/he will bring the matter to a Staff Meeting for discussion. This will ensure that: the new or modified form does not duplicate information from other forms or processes; the functions that will use the form have input into its design; the format is consistent with records management and data collection processes already in place; and the General Manager approves of the form.

1.3 The Senior Administrative Assistant assigned to the Business Division is responsible for the development, publication and control of agency-wide forms.