



Santa Cruz Consolidated Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS TECHNICAL POLICY/PROCEDURE

Policy No.: 3060
Date Issued: May 24, 2000
Date Revised:

APPROVED: _____


General Manager, SCCECC

SUBJECT: **READY REFERENCE FILE**

- 1.0 The Ready Reference File (RR File) is a feature of the Printrak Computer Aided Dispatch (CAD) system. The RR File is a dynamic source of information that is accessed from the CAD command line.
 - 1.1 Types of information included in the RR File include, but are not limited to, the following: on-call information, special teams information, contact numbers for User Agency personnel, unusual incident response information such as horse rescue, air ambulance rotation and Strike Team rotations.
 - 1.2 RR File information is maintained by the Administrative Supervisor. Information received for the RR File should be forwarded to the Administrative Supervisor who may delegate data entry. An exception is the receipt of daily on-call information which shall be updated as soon as is possible, upon receipt, by a Lead Dispatcher.