



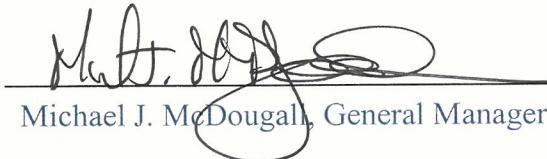
# Santa Cruz Consolidated Emergency Communications Center

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

Michael J. McDougall  
General Manager

**9-1-1**  
FIRE  
POLICE  
MEDICAL

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

<b>Policy No.</b>	<b>287.80</b>	<b>Date Issued:</b>	December 10, 2003
<b>Section:</b>	200 – Administrative	<b>Date Revised:</b>	
<b>Accreditation Standards:</b>	CALEA 1.2.9		
<b>SUBJECT: AD-HOC ADMINISTRATIVE REPORTS</b>			
<b>APPROVED:</b>	 <hr/> Michael J. McDougall, General Manager		

### 1.0 Purpose

The preparation of administrative and analytical reports is a fundamental management tool. In order to coordinate management efforts and facilitate communication between units and divisions, the following procedure will be followed when ad-hoc administrative reports are prepared. Ad-hoc administrative reports are those reports that are not specified in Policy No. 287 (Administrative Reporting System).

### 2.0 Procedure

2.1 Division and Unit managers desiring an administrative report will discuss their needs with the division or unit that will prepare the report, for example: Systems for CAD data or Support Services for QI data.

2.1.1 This discussion is an opportunity for managers to better understand reporting capabilities and limits and an opportunity for report writers to assist managers in obtaining the data best suited to their objectives.

2.2 After managers have received their reports and conducted their analysis, they will share the results of their analysis with the affected units or divisions.

2.2.1 Analytical reports can be shared informally (orally) or formally (in writing). If a written analysis is prepared, a copy must be provided to the affected units or divisions.

2.2.2 Managers are encouraged to share the results of their analysis at the regular Staff Meetings. This will ensure that all affected units and divisions are involved in the discussion.