**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY**

Policy No.	**4010**	Date Issued:	June 1, 1996
Section:	4000 -	Date Reviewed:	May 7, 2012
Accreditation Standards:			

SUBJECT: POLICY/PROCEDURE NUMBERING PLAN

APPROVED: _____

Chairperson, Law Enforcement Users Subcommittee

APPROVED: _____

Dennis Kidd, Interim General Manager

All Law Enforcement policies and procedures are contained in Policy and Procedure Manual Section 4000. Each policy and procedure will receive a unique policy number consistent with the following numbering plan.

Series	Topic
4000	Index
4100	CAD Procedures
4200	Officer Safety
4300	Radio Procedures
4400	Telephone Procedures
4500	CLETS and Other Automated Systems
4600	Notification and Call-Out Procedures
4700	Specific Procedures
4800	Specific Procedures, continued
4900	Specific Procedures, continued

Global policies, applicable to all law enforcement users, will be categorized in an appropriate topic and assigned a policy number within the applicable series, for example: 4440 Classifying Calls for Service.

Agency specific policies will be identified by the global policy number/CAD agency identifier, for example: 4440/SP Classifying Calls for Service - Santa Cruz Police Department. The CAD agency identifiers are:

SP	Santa Cruz Police Department
WP	Watsonville Police Department
SO	Santa Cruz County Sheriff's Office
CA	Capitola Police Department
HP	Hollister Police Department
SB	San Benito County Sheriff's Office

Communications procedures are identified by a decimal point 80 through 99, for example: 4440.80 Classifying Calls for Service, Communications Procedure, or 4440/SP.80 Classifying Calls for Service - Santa Cruz Police Department, Communications Procedure.

This numbering plan meets two objectives. One, it should provide ease of use for communications personnel in that all associated policies and procedures will be easy to locate and identify. Two, it provides for sufficient flexibility in developing policies and procedures for all user agencies.