



Santa Cruz Consolidated Emergency Communications Center

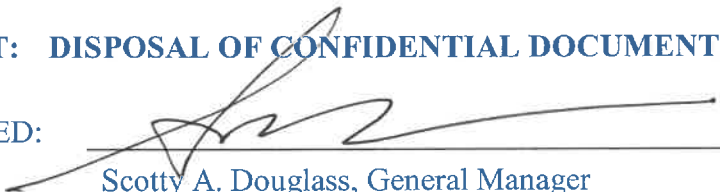
495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL



Scotty A. Douglass
General Manager

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No.	4510.80	Date Issued:	March 5, 2003
Section:	4500 -- CLETS and Other Automated Systems	Date Revised:	June 22, 2009
Accreditation Standards: CALEA 6.1.6			
SUBJECT: DISPOSAL OF CONFIDENTIAL DOCUMENTS			
APPROVED:			
	Scotty A. Douglass, General Manager		

All documents meeting the criteria of Policy No: 4460 (Release of Confidential Information) are confidential documents.

Other documents which contain confidential information (i.e., an individual's name, address and/or phone number, CAD incidents, BOL's, etc.) are also confidential documents.

All confidential documents will be shredded for disposal. Employees disposing of confidential documents will place the documents in the shredder bin. The Operations Supervisors will ensure that the contents of the shredder bin are placed in a locked shredder can at least once each day.

A document shredding service will empty and shred the contents of the locked shredder can before disposal.