COMMUNICATIONS OPERATIONS
FIRE SERVICE POLICY

Policy No.	**5110**	Date Issued:	June 1, 1996
Section:	5100 – CAD Procedures	Date Revised:	November 13, 2023

SUBJECT: **RUN CARDS**

APPROVED: <signed copy on file>

Chairperson, Fire Service Users Subcommittee

APPROVED: <signed copy on file>

Amethyst Uchida, General Manager

1.0   Purpose
   1.1   To streamline and standardize the submission of run card information.
   1.2   The term "run cards" refers to the listing of resources (area, beat, sector, station, and unit).

2.0   Procedure
   2.1   It is the responsibility of each fire agency to update, modify and maintain the accuracy of their run cards.
   2.2   Fire agencies will provide run card changes to NetCom via an email or during a CAD configuration meeting.
   2.3   An export of run cards that are currently provisioned in CAD may be requested. A spreadsheet of the run cards will be emailed to the agency to look over and reply with any changes, additions or deletions.

3.0   Communication
   3.1   The NetCom Systems Division will be the liaison for all fire service personnel inquiring about run cards. Any questions about changes, additions or corrections may be done by email or phone call, which will be handled by Systems during regular business hours.
   3.2   The exception to this procedure is if any agency deems that an immediate change is necessary for public safety purposes, then notify the Systems Division (after hours through the Operations Supervisor or Lead Dispatcher) to make the necessary changes.