Santa Cruz Consolidated
Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE

Policy No.: **3070**
Date Issued: September 6, 2001

APPROVED: _____
General Manager, SCCECC

SUBJECT: CAD COMPUTER AND PAGING MESSAGES

1.0 Purpose

    1.1 To establish a policy on the proper use of the CAD e-mail and text paging systems (TN.).

    1.1 Intended use of the CAD e-mail system is for the exchange of non-critical and non-safety incident related information or other information necessary to effect the smooth operation of the Center.

    1.1 Intended use of the CAD text paging system (TN.), except for automatic unit notification of an incident, is for the exchange of non-critical and non-safety incident related information, to page on-call and other personnel for the purpose of performing their duties, and other pages necessary to effect the smooth operation of the Center.

2.0 Usage

    2.1 As with any type of communications device, proper use of the CAD e-mail and text paging systems is necessary to maintain the integrity of the CAD system. They are to be used for official business and are not intended to be used as "off-duty calendars" or "gossip channels".

    2.2 Profanity, suggestive remarks, and/or messages containing sexual, racial, or degrading material, are not acceptable and are subject to disciplinary action, including termination.

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2.3   The CAD system or any of its components may not be used for transmitting, retrieving or storing of any messages which may be considered discriminatory, harassing, derogatory, abusive, profane, and/or offensive.

2.4   Individuals are responsible for the content of all messages they create, send, and/or receive.

2.5   The paging and CAD e-mail logs will be monitored to ensure compliance of this policy.