



**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No.	3230	Date Issued:	July 1, 2003
Section:	3200 – Other Systems	Date Revised:	August 9, 2023
SUBJECT: ELECTRONIC DISTRIBUTION OF DOCUMENTS			
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

1.0 Intent

- 1.1 To enhance internal communications by establishing an electronic method of disseminating, organizing, tracking and searching information distributed to employees.

2.0 Distribution of Written Directives

- 2.1 Written directives provide employees with a clear understanding of operational parameters and organizational expectations. They may be in the form of policies and procedures, training bulletins, operational orders or memorandums.
- 2.2 Written directives will be distributed using PowerDMS
 - 2.2.1 The General Manager will appoint a PowerDMS Administrator who will be responsible for managing PowerDMS.
 - 2.2.2 Depending on the subject matter the written directive may be distributed by PowerDMS to individuals or groups.
 - 2.2.3 The originator will place a copy of the document in the PowerDMS folder on the shared file server and post to PowerDMS or notify the PowerDMS Administrator of a new item for posting.

2.2.4 If the posted document is not available in an electronic format, the originator will place a hard copy in the PowerDMS Administrator's in-box.

2.2.5 The PowerDMS Administrator is responsible for promptly distributing all received materials.

2.2.5.1 In case of a prolonged absence (more than two business days), the PowerDMS Administrator will make arrangements to have the material posted in their absence.

3.0 Policy and Procedure Manual

3.1 For convenience, the entire Policy and Procedure Manual is maintained on the PowerDMS Server.

3.1.1 New and updated policies and procedures will be forwarded to the PowerDMS Administrator for distribution.

4.0 Tracking

4.1 Employees are responsible for checking their PowerDMS account at least once during every work day.

4.1.1 Employees not assigned to work between the hours of 0300 – 1000 may be provided a 10 minute administrative period during their shift to ensure that they have a chance to review any written directives.

4.1.2 Employees are responsible for reading and understanding the written directives they receive.

4.1.3 If employees do not understand any written directive, they will seek immediate clarification from their Lead Dispatcher or Supervisor.

4.2 Supervisors will periodically check PowerDMS to ensure employees are regularly signing their documents.

5.0 Retention

5.1 Documents on the PowerDMS server will remain on the server for as long as they are applicable.

6.0 Reading Board

6.1 Documents that are considered to not be mandatory can be posted on the Electronic Reading board.

6.2 The Electronic Reading board will be maintained by a staff member assigned by the General Manager.

- 6.3 Materials intended for the Electronic Reading board shall be forwarded to the reading board email address as a file attachment. If an electronic version is unavailable, the document shall be placed in the Reading Board in-box located in the front office.