



Santa Cruz Consolidated  
Emergency Communications Center


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**9-1-1** FIRE  
POLICE  
MEDICAL



Michael J. McDougall  
General Manager

**COMMUNICATIONS TECHNICAL  
POLICY/PROCEDURE**

<b>Policy No.</b> 3240	<b>Date Issued:</b> October 1, 2007
<b>Section:</b> 3200 – Other Systems	<b>Date Revised:</b>
<b>Accreditation Standards:</b> CALEA 2.1.6	
<b>SUBJECT: ELECTRONIC BRIEFING</b>	
<b>APPROVED:</b>	
	General Manager

1.0 Purpose

1.1 To ensure that each employee is up to date on all current mandatory documents as defined per *Policy 3230 – Electronic Distribution of Documents*.

1.2 To provide an avenue for continued education.

2.0 Electronic Briefing (E-Briefing)

2.1 Each employee is required to logon to PowerDMS and review all documents in their inbox. Once a document is read and understood, the employee shall “sign” the document via electronic signature.

2.1.1 If an employee does not understand a document, they shall not “sign” the document and get clarification from their immediate supervisor.

2.2 Each employee is required to logon to PowerDMS and review any pending quizzes or surveys.

2.3 Employees not scheduled to work between 0300 – 1000 will be given a 10 minute administrative period during their shift to ensure they complete their E-Briefing.