



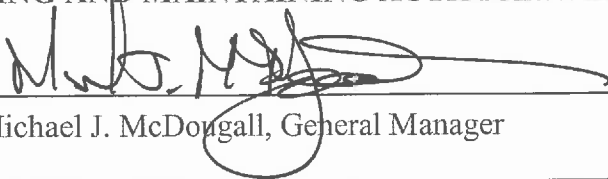
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Michael J. McDougall
General Manager

9-1-1
FIRE
POLICE
MEDICAL

COMMUNICATIONS MISCELLANEOUS POLICY/PROCEDURE

Policy No.	7045	Date Issued:	November 26, 2003
Section:	7000 – Miscellaneous Operational Policies	Date Revised:	
Accreditation Standards: CALEA 2.4.9, 2.4.10, 2.4.11			
SUBJECT: ISSUING AND MAINTAINING AUTHORITY PROPERTY			
APPROVED:			
	Michael J. McDougall, General Manager		

- 1.0 The purpose of this policy is to provide guidelines and expectations for the issuing and maintaining of Authority property.
- 2.0 The following procedure will be used when issuing Authority property.
 - 2.1 The Authority will issue to all employees any and all equipment necessary for the performance of their duties.
 - 2.1.1 This equipment may be new or reissued equipment.
 - 2.2 Typically, the manager in charge of the unit will issue Authority equipment to the employees under his/her supervision. For example, headsets are issued by an Operations Supervisor and pagers for technical personnel are issued by the Systems Coordinator.
 - 2.2.1 An exception is during an entry-level Academy when new employees may be issued their equipment by the Training Supervisor or an Academy Instructor.
 - 2.3 It is the responsibility of the unit manager to keep track of who's been issued what equipment.
 - 2.4 It is the responsibility of the employee to ensure his/her equipment is in working order.

2.4.1 Employees will report equipment failures immediately to the unit manager.

2.5 Unit managers are responsible for ensuring that stored equipment for their unit is maintained in a state of operational readiness.

2.5.1 Unit managers will inspect stored equipment for their unit on a regular basis, no less than twice per year. The purpose of this inspection is to inventory and ensure the operational readiness of stored equipment.

2.5.1.1 New equipment, still in the manufacturer's packaging, is assumed to be operationally ready.

3.0 All equipment purchases must be approved by the General Manager in accordance with Policy No. 410 (Purchasing Power and Authority – General Manager).

4.0 Employees may only use equipment authorized by the Authority.

4.1 Employees wishing to substitute personal equipment for Authority issued equipment must have the substitution approved by the unit manager before making the substitution.