



Santa Cruz Consolidated  
Emergency Communications Center

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

**COMMUNICATIONS TRAINING  
POLICY AND PROCEDURE**

**Policy No. 8010**  
**Date Issued: January 15, 1997**  
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APPROVED: \_\_\_\_\_

*Michael J. McDougall*  
General Manager, SCCECC

**SUBJECT: RESOURCE LIBRARY**

It is the Authority's intent to make a variety of information and resources available to employees for the purpose of improving skills and knowledge. These resources are available as part of the resource library.

**1.0 Maintenance**

1.1 It is the responsibility of the Academy Coordinator to maintain the resource library.

1.2 Materials may include, but are not limited to: publications, training courses and programs, class materials, reference materials, training games and activities, video and audio tapes.

1.2.1 Material will be inventoried and described on the "Resource Library List".

1.2.2 The list will be posted on the training clipboard and updated as needed.

**2.0 Access**

2.1 Material is available to all employees.

2.2 Material may be reviewed in the building or checked out by employees.

### 3.0 Check-Out Procedure

- 3.1 If an employee wishes to check out any material for the purpose of using or reviewing it off-site, they will contact the Academy Coordinator, Operations Supervisor or Dispatcher III.
- 3.2 The Academy Coordinator, Operations Supervisor or Dispatcher III will assist the employee in acquiring the material.
- 3.3 The checkout sheet will be completed by the Operations Supervisor or Dispatcher III.
- 3.4 An employee has a maximum of five (5) days to use or review the material and return it.
  - 3.4.1 Other arrangements may be made with the Academy Coordinator or Operations Supervisor if five (5) days are not sufficient.
  - 3.4.2 Repeated failure to return property in a timely manner may result in the loss of check-out privileges.
- 3.5 Material on computer disk may be copied for use.
  - 3.4.1 Requests for diskette copies should be made to the Academy Coordinator.

### 4.0 Check-In Procedures

- 4.1 The employee will return the borrowed property within five (5) days unless other arrangements are made.
- 4.2 The property will be checked-in by the Academy Coordinator, Operations Supervisor or Dispatcher III.
- 4.3 The check-out list will be reviewed periodically by the Academy Coordinator to ensure compliance.

### 5.0 Lost or Damaged Property

- 5.1 If property is lost or damaged, it should be brought to the attention of the Academy Coordinator, Operations Supervisor or Dispatcher III as soon as possible.
- 5.2 An employee may be held liable for replacement costs if the material was taken off-site and the loss or damage was due to neglect.

