

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1403
	SECTION: 1400	GENERAL ORDERS
	SUBJECT: STREET MAPPING	

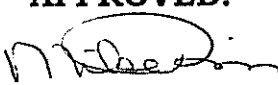
Purpose: To provide for a consistent method of updating the Scotts Valley Fire Protection District "street data base" and emergency response books.

Scope: These procedures are to be followed to assure that the street mapping system will reflect a high degree of accuracy through a systematic updating procedure.

Procedure:

1. Ownership of the Data Base and Map Books
 - A. The Scotts Valley Fire Protection District is the owner of the street data base and all associated products of it.
 - B. No portion of the data base may be copied or given to another agency or individual without the approval of the fire chief.
 - C. No pages or copies of pages of the response books or associated hard copies of the data base may be given to another agency or individual without the permission of the fire chief.

2. Responsibilities
 - A. The fire chief shall reserve the right to set policy on the use and maintenance of the street data base and its associated products.
 - B. The Fire Prevention Division Chief shall be responsible for the proper routing of pertinent information, such as lot splits, land divisions, hydrant additions and new addresses.
 - C. An assigned individual will be responsible for the overall management of the program including design, planning, training, and formulation of a yearly budget.


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- D. The administrative secretary shall be available for support of the maintenance, update, and exchange of the electronic street data base information, as well as specification and budgeting of additional equipment.
3. Updating and Maintenance Procedures
- A. APN Maps

As new APN maps are received from the county, they shall be routed to the Fire Prevention Division and the assigned shift captain for processing. Each map will be checked against existing maps for changes.
 - B. Response Book Corrections

Inaccuracies found in the response books such as missing or improper addresses, wrong street names, etc., need to be corrected. To do this, first take a photocopy of the suspect page and note the needed changes in red ink along with any needed explanation. The person requesting the change shall sign the photocopy, date it, and forward it, along with map update form, to assigned individual. The map manager shall evaluate the request and cause a correction to the data base and response books to be done if required. This correction to the data base must be forwarded to the contractor for updating.
 - C. "Final" New Development Maps
 - 1) New development "final maps" shall be routed from the planning department of jurisdiction to the Scotts Valley Fire Protection District. A copy of this map shall be forwarded to assigned individual from the Fire Prevention Division. Assigned individual shall cause the needed corrections to the data base to be done.
 - 2) When the Fire Prevention Division reviews and approves building plans, the address number shall be assigned or confirmed. The appropriate run book page will be marked with the address number (at the location of the building footprint) and forwarded to the assigned individual.

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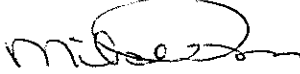
D. Importing and Exporting of Electronic Information

Developers, at the time of submitting plans to the district for proposed development, shall be given a specification sheet outlining the requirements of submitting final maps in diskette form. If a developer chooses not to provide the district this information in diskette form, he/she shall be subject to the cost of converting that information to floppy disk at the hourly rate that the district's contractor charges for digitizing such information.

See Attachments:

#1, Mapping System Requirements

#2, Map Update Request

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