

Minimum Standards	Suggestions
#1 A PSAP shall have at least two telecommunicators answering 911 calls at all times and will also staff sufficiently to meet minimum standard #7 by utilizing either staff employed by their PSAP, utilizing an agreement with another PSAP within Utah whereby that PSAP can make calls and dispatch a full emergency response, or utilizing Virtual Consolidation as defined in UCA's Strategic Plan.	A PSAP could refer to UCA's 911 Strategic Plan for more information about virtual consolidation: https://www.uca911.org/File/a8ba8190-fae6-46df-a719-02f6812089e3
#2 For each medical call processed, the PSAP shall utilize EMD caller interrogation protocols that contain at a minimum, the following: a) The essential information that must be gathered for each chief complaint. b) Pre-arrival instructions/post-dispatch instructions designed to address caller or patient/victim safety and/or to preserve evidence. c) PSAPs should dispatch high-priority medical, fire and law enforcement calls as soon as location and call-type are verified.	A PSAP could coordinate with the vendor that they work with for EMD training to ensure that all telecommunicators are EMD trained in the appropriate manner.
#3 The PSAP shall implement and maintain a Quality Assurance ("QA") program that reviews 911 call recordings from each discipline (police, fire and medical) processed by the PSAP and provides feedback to the associated telecommunicator. The QA program should at a minimum meet the APCO/NENA Quality Assurance program standard with regards to 911 calls as set forth in APCO/NENA ANS 1.107.1.2015	A PSAP could: 1) utilize the NENA and APCO Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points. Retrieved from: https://cdn.ymaws.com/www.nena.org/resource/resmgr/Standards/APCO-NENA_ANS_1.107.1.2015_O.pdf ; 2) Increase staffing levels to have enough staff to carry out QA on a regular basis. QAs should be performed on all disciplines, Police, Fire and Medical.
#4 The PSAP shall not allow a telecommunicator to independently process a 911 call, or text to 911 alone unless the telecommunicator has successfully completed the PSAP's call taking training program and is currently EMD Certified.	A PSAP could: 1) increase staffing numbers to assure an untrained person is not alone; 2) implement the pertinent coverage while the new employee is still being trained.
#5 The PSAP shall implement and maintain, either internally or through a contract, a training program that contains the following elements: a. All certified telecommunicators shall maintain all required certifications listed under the POST requirements. b. All PSAP's lead/primary trainers shall be actively certified as a trainer/instructor from a nationally recognized organization, such as Peace Officer Standards ("POST") Instructor, International Academies of Emergency Dispatch ("IAED") Instructor, National Emergency Number Association ("NENA"), Association of Public Safety Communications Officials ("APCO") CTO, or another organization approved in advance by the 911 Division. c. Meets the APCO Minimum Training Standards for Public Safety Telecommunicators as set forth in the APCO ANS 3.103.2.2015 or NENA Minimum Training Standards.	A PSAP could work with POST to coordinate telecommunicator POST certification and create a list of which telecommunicators are certified, need to be certified and what trainings they need in order to keep certified. A PSAP could follow the APCO Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer. (APCO ANS 3.101.3-2017). Retrieved from: https://www.apcointl.org/documents/standard/31013-2017-cta/lay-out-default
PSAPs are allowed to exempt non-citizen telecommunicators who were hired prior to April, 2018 who obtain certification through another source such as APCO or NENA.	A PSAP could follow the Minimum Training Standards for Public Safety Telecommunicators (Publication No. 3.103.2.2015). Retrieved from APCO International's website: https://www.apcointl.org/documents/standard/31032-2015-public-safety-telecommunicator/lay-out-default , or from NENA's website: https://www.nena.org/page/standards
#6 The PSAP shall not intentionally manipulate 911 call counts or other data. Examples include, but are not limited to, manipulating ECATS services to include 10-digit phone numbers in 911 call counts and/or making non-emergency 911 calls/texts by PSAP or other governmental employees (mandated test calls/texts not included).	If a PSAP has any questions regarding call counts and ECATS please contact the UCA 911 Division.
#7 Ninety percent (90%) of all 911 calls arriving at the PSAP shall be answered within fifteen (15) seconds and ninety-five percent (95%) of calls arriving at the PSAP shall be answered within twenty (20) seconds. This standard will be measured using the ECATS "PSAP Answer Time" report. For purposes of compliance with this minimum standard, the following criteria should be used when generating the report: Select Date Range - Last Year (January-December); Period Group: Year; Call Type - 911 Calls; Abandoned Filters - Exclude Abandoned; Agency Affiliation - Default (unselect training). For the purposes of compliance with this standard, the box showing the "% answer time < 15seconds" and "% answer time < 20 seconds" under the "Overall Percentage" will be used.	A PSAP could: 1) increase staffing numbers; 2) implement pertinent schedule coverage to achieve the standards listed.
#8 If the transfer of a 911 call must occur, the PSAP shall follow the NENA Call Answering Standard/Model Recommendation.	A PSAP could 1) work with your neighbors to discuss transfer procedures; 2)run a wireless routing report in ECATS, and work with the carriers/neighboring PSAPs, to change the direction that the cell sector points; 3)contact ECATS for training on the wireless routing module.
#9 The PSAP shall maintain a comprehensive resiliency and back-up plan to mitigate events that may disrupt 911 service to a community. This may include, but is not limited to: major equipment failures, facility issues, natural or man-made disasters or any other event that reduces or eliminates the performance ability of the PSAP.	A PSAP could 1) refer to the NENA Communications Center/PSAP Disaster and Contingency Plans Model Recommendation (NENA-INF-017.3-2018). Retrieved from NENA's website: https://www.nena.org/page/standards ; 2) reach out to your local emergency manager's to discuss what their natural/man-made disaster planning entails and how you can incorporate your PSAP into the planning process.
Best Practices	
#1 The PSAP should implement the State of Utah PSAP Mental Health Crisis Protocol.	N/A for 2025 reporting on 2024.
#2 The PSAP should adopt an Acute Traumatic & Chronic Stress Management Standard, which may include the Utah Critical Incident Stress Management Team ("CISM"). Any adopted standard should call for local staff to assume task responsibility for implementation and evaluation of all elements of the Comprehensive Stress Management Programs ("CSMP"). Such tasks would include procuring CSMP funding, identifying and coordinating CSMP resources and facilitating access to related services including Peer Support, CISM, and local mental health trauma therapists.	A PSAP could 1) Refer to NENA Standard on 9-1-1 Acute/Traumatic and Chronic Stress Management (NENA-STAD02.2-2022). 2) Peer Support Team Development, Implementation, and Oversight. Retrieved from NENA's website: https://www.nena.org/page/standards ; 3) Refer to Utah's CISM website: https://www.utcism.org
#3 The PSAP should have up-to-date policies and procedures including those policies and procedures found in NENA's 9-1-1 Center Operations Standards PSAP Operations SOPs.	A PSAP could refer to NENA Standards. https://www.nena.org/page/standards
#4 The PSAP should be managed/supervised by an individual possessing one or more of the following advanced certifications: NENA Center Manager Certification Program ("CMCP"), NENA Emergency Number Professional ("ENP"), APCO Registered Public-Safety Leader ("RPL") or APCO Certified Public-Safety Executive ("CPSE"); and that manager/supervisor shall be provided funds by the PSAP to support membership in industry associations and ongoing training and education appropriate for their position and responsibilities.	A PSAP could refer to the certification courses listed on: https://www.apcointl.org/ or https://www.nena.org/ .