

PSAP Name: PROVO CITY

Minimum Standards	Compliant at the time of reporting: Y/N	If Y, how many months compliant in 2021	PSAP Comments	UCA's Comments and Suggestions for Improvement
#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.	Y	12	"Provo Emergency Communications maintains a minimum of 3 dispatchers on at all times and up to 5 minimum dispatchers during peak hours."	N/A
#2 For each medical call processed, the PSAP shall utilize EMD caller interrogation protocols that contain, at a minimum, the following: 1.107.1.2015	Y	12	"Provo Emergency Communications dispatchers are all EMD certified and follow each of the outlined requirements as listed above."	N/A
a) The specific pieces of information that must be gathered for each type of call; and				
b) Pre-arrival instructions/post-dispatch instructions designed to address caller or patient/victim safety and/or to preserve evidence, and				
c) PSAPs should dispatch high-priority medical, fire and law enforcement calls as soon as location and call-type are verified.				
#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 as set forth in APCO/NENA ANS 1.107.1.2015	Y	12	"Provo Emergency Communications center has a Quality Assurance program that reviews 911 calls and meets the standards set by the APCO/NENA quality assurance guidelines."	N/A
#4 The PSAP shall not allow a telecommunicator to take/process a 911 call alone unless the telecommunicator has completed the PSAP's training program and is EMD Certified.	Y	12	"Provo Emergency Communications center does not allow trainees to take any calls without their trainer while they are going through the training program."	N/A
#5 The PSAP shall implement and maintain, either internally or through a contract, a training program that contains the following elements:	Y	12	"Provo Emergency Communications has one non-citizen dispatcher who was hired prior to 2018 and maintains an APCO Dispatcher Certification. All other dispatchers are POST certified. All of our trainers are APCO CTO certified."	N/A
a) All certified telecommunicators shall maintain all required certifications listed under the POST requirements.				
b) All PSAP trainers shall be actively certified as a trainer/instructor from a nationally recognized organization, such as POST, International Academies of Emergency Dispatch ("IAED"), NENA, APCO, 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 the NENA Minimum Training Standards.				
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.				
#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).	Y	12	"Provo Emergency Communications does not manipulate 911 call counts or data."	N/A
#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 "PSAP Answer Time" report available through ECATS. For purposes of compliance with this minimum standard, the following criteria should be used when generating the report: Select Range - Last Year (January-December); Period Group- Year; Call Type - 911 Calls; Abandoned Filters - Exclude Abandoned; Agency Affiliation - Default except 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.	Y	12	"Provo Emergency Communications ECATS report shows 99.87% <15 seconds and 100% <20 seconds."	N/A
#8 If the transfer of a 911 call has to occur, the PSAP shall follow the NENA Call Answering Standard/Model Recommendation.	Y	12	"Provo Emergency Communications maintained a 0.375% transfer rate for 2021."	N/A
#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.	Y	12	"Provo Emergency Communications has policies in place to address any disruptions to 911 services that include back-up and evacuation procedures."	N/A
Best Practices				
#1 The PSAP should accept text-to-911 and adopt standard operating procedures for handling the text calls.	Y	12	"Provo Emergency Communications center accept text-to-911 calls and has a policy for text-to-911 handling procedures."	N/A
#2 The PSAP should adopt an Acute Traumatic & Chronic Stress Management Standard, which may include the Utah Critical Incident Stress Management Team. 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, Critical Incident Stress Management, local mental health trauma therapists, and other elements of the CSMP.	Y	12	"Provo Emergency Communications center has a joint stress management team with the Provo Police Department and Provo Fire Department which include peer support, Critical Incident Stress Management debriefings, access to free trauma therapists, and ongoing professional counseling services for themselves and members of their immediate families."	N/A
#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 located at https://www.nena.org/page/OperationsStandards	Y	12	"Provo Emergency Communications has up to date operations policies and procedures. These policies are evaluated at least once annually and changed as needed."	N/A
#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 ("CPE"); 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.	Y	12	"Provo Emergency Communications Manager Heather Perkins has her NENA Center Manager Certification."	N/A
#5 The PSAP should report to AGRC each error it identifies in the routing of 911 calls within 14 calendar days.	Not applicable for 2021			