

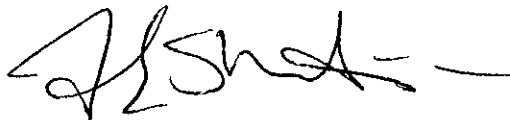
# POLICY FOR E 911 ADDRESSES

**Purpose:** This policy is intended to act as the guide for the E 911 Coordinator which outlines the practices to be used to govern this position.

- 1.) When a person requests an E 911 address a Request Form will be completed. The person will also be notified at that time there is a \$25.00 fee that must be prepaid before the address is given to them.
- 2.) The E 911 Coordinator will be contacted letting him/her know that a request has been made.
- 3.) The E 911 address will be determined and paper work completed. Before the address is released to **any** party the E 911 Coordinator must verify with office staff that payment has been received.
- 4.) Once payment has been received all information may then be released.
- 5.) Failure to follow these procedures will result in the loss of payment to the E 911 Coordinator for his/her services.

Wolcott Selectboard

Adopted 19 Oct 07



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