

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Equipment
Policy:	123.00
Purpose:	To ensure proper accountability of County issued equipment/ property.

Policy:

Okaloosa County Emergency Medical Services will provide equipment and supplies as mandated by applicable state laws. Each employee is expected to take personal responsibility for equipment he/she uses while on duty. All breakage, damage, theft or loss must be reported immediately to the on-duty Shift Commander and documented on an Incident Report.

Equipment:

1. On-coming personnel are responsible for checking medical equipment at the beginning of each shift.
2. Immediately report any damaged or missing equipment/supplies to the on-duty Shift Commander and document this on the form as listed above.
3. Equipment that has been lost, stolen, damaged, etc., will be replaced as soon as possible after it has been documented and reported.

Use of Property:

1. An employee, who has been provided county equipment, vehicles, materials, uniforms, etc., is expected to exercise reasonable care in the use and preservation of said articles.
2. Personal use of county-owned equipment is not permitted. Such equipment shall not be loaned or removed from any station without the approval of the EMS Chief or his designee.

Inventory Control:

1. Lost or stolen equipment will be reported to the on-duty Shift Commander immediately.
2. A Statement/report will be required by the employee responsible for the equipment/property and will include as much information as possible, e.g., Okaloosa County property number and serial number. This statement will be sent to the on-duty supervisor immediately.

Theft:

1. Any theft to county property and equipment will be immediately reported to the Shift Supervisor. In addition, an Incident Report will be completed and submitted.
2. The Shift Supervisor will conduct an internal investigation and report the findings to the EMS Chief.

The Shift Commander will coordinate with the logistics supervisor to make the decision as to whether a police report is required for insurance purposes.

Items no longer serviceable or needed will be returned to the Supply and Logistics Supervisor.

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Personal Property:

The personal property of any employee is not the responsibility of the Board of County Commissioners or the Department and, consequently, may not be replaced by the County, if lost, stolen or broken.

Separation from Services:

1. Employees terminating employment with the department will be required to turn in all county uniforms and other property assigned to them. The cost of any issued property or equipment not returned will be deducted from the employee's last paycheck.
2. Once an accounting has been made of all items, the individual's last paycheck will be released.

Items issued to the EMS stations throughout Okaloosa County are the property of the Board of County Commissioners. It is the responsibility of each employee and supervisor to ensure that this policy is adhered to. If an item becomes lost or damaged due to employee negligence or abuse, the responsible person will be required to reimburse Okaloosa County EMS for repair and/or replacement, in accordance with current county policy.

Accountability and Compliance:

All reported loss, damaged or theft of county property will be investigated by the Shift Supervisor and reported to the EMS Chief.

Any employee found not reporting lost, damaged or theft of county property, supplies, or equipment will be subject to disciplinary action up to termination of employment.

Any employee found stealing, or using county property without authorization, will be subject to disciplinary action and a report will be filed with the local law enforcement agency.

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