

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

Title: Employee Access to Standard Operating Policies and Procedures
Policy: 101.50
Purpose: The purpose of this guideline is to provide guidelines for the distribution of policies, procedures, and guidelines applicable to EMS employees and/or any changes thereof.

Policy:

- The Okaloosa County EMS Planning and Training Section Commander will ensure that the Standard Operating Policies and Procedures Manual are maintained with the most recent updates on the Department of Public Safety website.
- Each employee, existing and new, will have uninterrupted access to the updated departmental policies and procedures posted on the department's website.
- Once hired, the employee must read these policies and procedures carefully and become familiar with their contents.
- A master copy will be kept in the office of the Public Safety Office Supervisor in the event of a website or server failure.
- The employee's immediate supervisor should be consulted in order to clarify any questions regarding the material contained in the manual.
- Any changes made to current, or new, policies and procedures will be sent to each employee at least 10 days before going into effect via EMS1 assignment. Once the employee has read the change, he/she will confirm on the EMS1 assignment that the policy was read, understood, and will be followed. The Planning and Training Section Commander (or designee) will ensure all employees acknowledge their understanding.
- Each policy will be reviewed by legal counsel every three years for compliance with federal, state, and local requirements.

Accountability and Compliance:

- The OCEMS Training Department will measure the familiarity and understanding of the departmental policies and procedures through the administration of a policy exam. This will be conducted annually in the 9th month of the performance evaluation period for every employee not on probation.
- Probationary employees take the exam in their 5th month of probation and will achieve a score of 90% before clearance to full duty.
- Employees failing to achieve 90% on the policy exam will be remediated immediately and retested according to a remediation strategy established by the Training Section.
- Examination scores and remediation activities will be reported monthly at the Senior Staff meeting.
- The acknowledgement of new or changed policies or procedures will be tracked and placed into a file named Policy & Procedure changes.

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103.01.04
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