

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

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**Title:** Vehicle and ALS Supply Security  
**Policy:** 418.00  
**Purpose:** To ensure the proper security of personnel, vehicles and ALS supplies.

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**Policy:**

Keys for the vehicles will remain with the crew members while the vehicle is not running.

Under routine (non-emergency) circumstances parked ambulances must be turned off and securely locked, both the cab and patient compartments.

While on assignment, the unit may be left running during inclement weather to allow the patient compartment to remain at an acceptable temperature. The cab and patient compartment must be locked to maintain adequate security when crews are away from the unit. *NOTE: The only time the ambulance may be left unlocked is when on the scene and being used for patient care and in line of sight of the vehicle, or when it is inside a locked station garage.*

When units are at stations they will be backed into the designated parking space at that station and secured as noted above. This will allow for easy egress to the roadway in a safe manner. Units will not under any circumstance be parked in an unsafe manner.

Narcotics will remained locked in the vehicle, with the paramedic in possession of the keys.

Both the on-coming and off-going paramedic must sign the narcotics log and review for any errors or omissions as per policy 417.00 Controlled Substances.

**Accountability and Compliance:**

1. It is the responsibility of both crewmembers to ascertain that all compartments of the ambulance are locked when the vehicle is unattended.
  - a. This includes locking of all compartments when a vehicle is taken out of service at the end of a shift or taken to a service facility for repair.
2. Crew members are responsible for notifying the on-duty Shift Commander if the locks are not functional.
3. Quarterly, the EMS Command Staff will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Security compliance will be one of the measurements reported on. The number of vehicles not secured (numerator) will be compared against the number of units inspected (denominator), resulting in a percentage of compliance.
  - a. The data will be reported to the EMS Division Chief quarterly in a report titled *Quarterly Security Compliance Report*.

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