OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE

Title:	**County Email Usage**
Policy:	**124.00**
Purpose:	**To provide procedures for the use of OCEMS computers in order to facilitate the rapid transfer of information.**

Policy:

Each employee will be issued an Okaloosa County EMS Windows screen name and e-mail address.

Employees should not disclose or change assigned passwords.

Employees will not use another employee's Windows screen or e-mail.

At the start of every shift, all on-duty employees will check their e-mail and respond to any e-mail that they have received.

All supply requests will be e-mailed to the logistics department.

At no time are you to leave the computer without logging off.

All computers will have a password protected screen saver set at 5 minute intervals.

Accountability and Compliance:

It is the responsibility of each employee to be familiar with and utilize the e-mail system to provide operational and logistical information as required, as well maintaining the security of his or her computer password, screen and e-mail account. If IS identifies a violation of this protocol, they will identify the person committing the violation to the appropriate supervisory personnel.