

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

Title: Policy/Directive Introduction
Policy: 101.00
Purpose: To establish policy and procedures regarding Policy and Administrative Directives and the maintenance thereof.

This policy consists of the following numbered sections:

- 1. Policy**
- 2. Procedures**
- 3. Policy Implementation**
- 4. Accountability and Compliance**

1. Policy

Okaloosa County Emergency Medical Services will maintain a system to record and store all Policies and Administrative Directives.

2. Procedures

A. Format

1. Policies are listed as follows: title and sequential number as a form of indexing.
2. Administrative Directives will be listed as follows: whom the directive is directed, who has authorized the directive, the subject of the directive, the effective date, and the suspense date.

B. Policies

1. Policies will be reviewed periodically accepting proposals for changes from all staff. Suggested changes will be submitted to the Branch Commander who will in turn present suggested changes to the senior staff. Final approval of all policies will be made by the Division Chief. Policies will be reviewed by staff utilizing the EMS1 educational program within an established timeframe. The policy will be posted for staff review one week prior to the effective date. Staff will acknowledge receipt of the policy by electronic signature/ acknowledgement through EMS1 after review.
2. Policies approved by the Division Chief and Department Director are to be maintained in the Policy File.
3. Policies will be archived through electronic share file.

C. Administrative Directives

1. Any person holding the rank of Captain or above has the authority to issue an Administrative Directive. All Administrative Directives must be reviewed by the Division Chief prior to or as soon thereafter as practical to the directive being issued and becoming effective.
2. Administrative Directives will be maintained on the File Share in the policy folder and reviewed when the associated policy comes under annual review. Directives may be transitory in nature and will be reviewed annually to determine if they continue to hold relevancy or need to be rescinded.
3. Any changes or incorporation of Administrative Directives into policy will be reviewed by senior staff and approved by the Division Chief prior to the effective date of the changes.

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3. Policy Implementation

- A. All new or revised policies or Administrative Directives will be reviewed and implemented through EMS1 after approval by the Division Chief.
- B. Staff are required to log into EMS1 within a specified time to review policy updates. Passing a test may be required as an acknowledgement of policy review.
- C. The Policy Manual is provided electronically via the Public Safety/EMS website. This ensures that all personnel have equal access to the policies and that there is no error or time lapse in the ability of the crew to view any changes. Please sign the acknowledgement form provided to you and return it to the designated Section Commander (or designee). This will provide EMS with a record that you received online access to the manual.

4. Accountability and Compliance

- A. The Policy Manual contains departmental guidelines, procedures, and directives that serve as a behavioral guide. It is important that every employee read each policy and directive carefully and gain a thorough understanding of each one.
- B. Policies and directives shall be followed. Violations will be handled in accordance with established county and departmental policy.

Policy: 101.00

CAAS: 103.01.01, 103.01.02, & 103.01.03

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Approved: Welborn

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