

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

Title: Requests for Donations and Contributions
Policy: 130.00
Purpose: To provide EMS employees with a clear understanding on handling requests for donations and contributions.

Policy:

All requests for donations and contribution's need to be reviewed and authorized by the Chief of EMS.

All requests will be documented and recorded.

Non-paid standby requests need to be communicated that medical staff assigned for coverage will still be available for 911 calls.

Paid standbys will have a dedicated unit assigned to the event.

Accountability and Compliance:

1. Documentation of all donations and contributions will be documented by the person receiving the request.
2. Special Event standbys will be emailed to command staff and dispatch to prepare for event.

Policy #: 130.00
CAAS: 105.02.03
Author: Bailey
Reviewed: Leadership
Approved: Leadership
Status: Active
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