Purpose:

To protect the inventory and assets of the City of West Des Moines.

Policy:

1. Station access & Alarms

   • All entrances to stations should be secured at all times with the exception of the east entrance at Station 21 and the south visitor entrance at Station 19 during regular business hours.
   • Ambulance bay doors should be kept closed unless ECP’s are working in that area.
   • Each employee’s picture ID allows them access to all EMS/Fire stations through the electronic security system.
   • Stations equipped with security alarms shall be alarmed according to the desires of the EMS and Fire command staff.

2. Identification Badges

   Each employee will be provided with an identification badge indicating their name, job title and certification level. The identification badge is part of an employee’s uniform and will be worn at all times while on duty.

3. Supply storage

   • The supply room at station 19 will be kept locked at all times.
• ECP's will be assigned a badge that will allow them access to the supply room.

4. Vehicles

• When an ambulance must be left unattended at a location other than secured in a station or emergency scene, the ambulance will be locked.
• Medications, needles and syringes will be secured in a locked compartment within the ambulance at all times except during patient care when appropriate, with only appropriate staff members having access these supplies.

5. Handling of Departmental Keys

• Keys will be issued to those working the hospital shifts.
• Keys will be exchanged from person to person at shift change. Keys should not be left unattended.
• Keys taken home mistakenly by crews are expected to be returned immediately to the appropriate station.

6. Use of Security Cameras

Where appropriate, security cameras may be installed within Fire/EMS stations to monitor areas that may be at risk for theft. Locations of high risk include but are not limited to EMS medical supply rooms, pharmacies, the areas in and around EMS units, and EMS billings / office areas.