



# TOLEDO FIRE & RESCUE DEPARTMENT



## Directive: 25-07 - Narcotic Drug Exchange Procedure

### 2025 Directives

Date Issued: 04/02/2025

Last Modified: 06/02/2025 13:51

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This directive is to clarify any confusion throughout the department concerning the narcotic drug exchange procedure and who and when the .2 hr. overtime will be awarded.

Members can document their OT in Vector Scheduling when the following occurs:

- The drug exchange shall occur between an off-going paramedic and oncoming paramedic at 0700 or at the end of the work shift for the out-going paramedic (such as partial or overtime shifts). The drug cards should show the signatures of both paramedics
- If a drug exchange takes place because of early relief, there will be no OT documentation in Vector Scheduling.
- Only one paramedic will receive the OT pay per drug exchange.
- Members who have the qualification of a yellow P or red P in Vector Scheduling will be eligible for the OT pay.
- If a paramedic is held over at the station, they get the held over time but the drug exchange is included in that time.
- If a paramedic is held over due to a run, then they get that time and the .2 hr. for drug exchange.
- The .2 hr. drug exchange can be given to a paramedic that also gets .5 hr. cleanup since that time is specifically meant for cleanup.
- If a paramedic is held over for staffing, and there is a second paramedic working on that medic unit, the non-held over paramedic does not get the drug exchange.

## Officers and Acting Officers

The narcotic drug exchange WILL NOT be entered into Vector Scheduling until the task is complete. NO green holdovers should be on Vector in the middle of a tour except when the out-going paramedic is ending their shift or overtime shift and exchanging to another paramedic.

The officer, who is on-duty at the actual time of the exchange, will be the sole person to enter the OT hours into Vector Scheduling. The officer is responsible to make sure the paramedics have filled the drug book out and signatures are present. It is the officer's responsibility the members time is entered into Vector Scheduling.

## Battalion Chief's

Battalion Chiefs are responsible to make sure this directive is being followed and monitor your battalion to make sure officers are not entering information contrary to this directive.

If there are any questions, please direct them to the EMS Bureau.

**Effective Date: April 2, 2025**

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Last update: **06/02/2025 13:51**

