



# TOLEDO FIRE & RESCUE DEPARTMENT



## Directive: 25-02 - Controlled Meds Accountability for M12 & M13

### 2025 Directives

**Date Issued: 01/13/2025**

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### Controlled Meds Accountability for M12 M13

Directive 25-02 now replaces Directive [24-14](#) for obtaining narcotics for M12 and M13.

A locker has been placed in the EMS supply room at Station 12 and also in the officer's room at Station 13 to store the narcotics when Medic 12 and Medic 13 are out of service. The controlled meds are the only items to be stored in these lockers. The lockers will be secured with a keyed lock and a numbered breakaway seal. When the narcotics are in the locker, the keyed lock and numbered seal **SHALL be** in place.

Both Station 12 and Station 13 have been given a clipboard and forms to document when the narcotics are removed and when returned to the locker. The form **SHALL be** completed thoroughly with all the information required to show when the narcotics are moved from and back to the locker. This is a State Pharmacy Board requirement as well as a departmental procedure and must be followed.

The key to the locker will remain accountable and in the officer's room at all times when not in use. The officer or their designated person will check the locker every tour as part of the 0700 check to verify the lock is secured and numbered breakaway seal is in place when the Medic Unit is out of service. This **will be documented** in the engine's journal.

**Effective Date: January 13, 2025**

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