



General Order

Department of Fire & EMS

G.O. 5-3-26

Subject: Implementation of Operative IQ for Narcotic Tracking and Controlled Substance Accountability

Date: 05/18/2026

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Purpose

To establish procedures for the implementation and use of the Operative IQ Narcotics Module. This module will be used for tracking controlled substances, maintaining chain of custody documentation, and documenting medication usage across all county units.

Policy

All narcotics across the county have been reissued under the Operative IQ tracking system. Effective immediately, all narcotic tracking, including chain of custody documentation and medication usage reporting, shall be completed through Operative IQ.

To ensure a safe and compliant transition to the new platform, all controlled substance transactions must continue to be documented in the existing QR code system and Operative IQ. This temporary dual-documentation requirement is intended to support familiarity with the new system while ensuring accurate and legally compliant records of controlled substance inventory and use.

Personnel will be notified by Chief Zaney when use of the QR code system is no longer required and Operative IQ becomes the sole documentation platform.

Procedures

1. Controlled Substance Documentation

Personnel shall:

- Complete all narcotic tracking activities in **Operative IQ**, including:
 - Chain of custody documentation
 - Medication administration documentation
 - Inventory transfers
 - Discrepancy reporting
- Continue documenting all controlled substance activities within the existing **QR code system** during the transition period.
- Ensure all documentation is completed accurately and immediately following any narcotic transaction or administration event.

2. Daily Verification of Unstaffed Units

For stations housing:

- **Reserve ALS equipped transport units, or**
- **ALS-equipped non-transport units**

Assigned narcotics shall be:

- Visually verified **daily**.
- Reviewed for accuracy and integrity without breaking seals
- Audited in Operative IQ

3. Training Requirements

All personnel responsible for controlled substance handling shall complete the required **Fire Rescue Academy One training module** covering:

- Operative IQ Narcotics Module navigation
- Documentation requirements
- Chain of custody procedures
- Inventory management processes

Personnel encountering issues or requiring clarification regarding Operative IQ processes, narcotic documentation requirements and/or chain of custody procedures shall address concerns through their chain of command.

Failure to comply with controlled substance documentation procedures may result in inventory discrepancies, regulatory noncompliance and / or disciplinary action.