

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> <b>INSTRUCTION</b> 09		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT:</b> SECURING PATIENT PROPERTY	<b>SECTION</b> 23	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> March 28, 2024

**I. PURPOSE**

The purpose of this policy is to establish procedures to ensure the transfer and protection of patient's personal belongings.

**II. SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

**III. AUTHORITY**

The Fire Chief authorizes this policy.

**IV. POLICY**

- A. Every effort shall be made to return a patient's belongings to them at the hospital.
- B. Documentation of delivery and receipt shall be done by personnel completing the Electronic Patient Care Report (ePCR).
  - 1. The patient or a responsible person from the receiving facility shall sign the ePCR acknowledging that they have received their belongings.
    - i. At minimum, the name, title, and relationship of the individual who acknowledges receiving the item(s) must be documented on the ePCR.
  - 2. Personnel are encouraged to use the iPad camera to document only the turn-over of valuable items to the patient or hospital and attach the photo to the ePCR.
    - i. The contents pictured in the iPad photographs shall only contain the items to be returned to a patient and must not capture any individuals, any protected health information (PHI), or any individually identifiable health information.
- C. To ensure a patient's personal property is not left unsecured at the scene the following process will be followed:
  - 1. If a wheelchair bound patient, or a person who uses a mobility device for locomotion is transported by ambulance, the transport unit will decide if they can transport the wheelchair or mobility device with the patient.
    - i. If the [wheelchair](#) or [power-driven mobility device](#) cannot be transported with the patient due to size, weight, or unsafe conditions, the Company Officer should request a representative from the Emergency Ambulance Provider to respond to the scene.
    - ii. The first responder unit will remain available on-scene for a maximum of 20 minutes awaiting a representative from the Emergency Ambulance Provider.
- D. If the first responder must leave the scene prior to transferring custody of the wheelchair or mobility device, the Company Officer will consider securing the patient's personal property with a business owner, neighbor, or other secure location.

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1. If a patient's personal property, including a wheelchair or mobility device, is left on-scene, the Company Officer must notify their Battalion Chief and the Emergency Ambulance Provider Supervisor.
2. At no time will patient treatment and/or transport be delayed due to the logistics of transporting personal property, wheelchair, or mobility device.

**V. DEFINITIONS**

Power-Driven Mobility Device - Any mobility device that is used by individuals with mobility Disabilities for the purpose of locomotion, whether or not designed primarily for use by individuals with mobility Disabilities, including those powered by batteries, fuel, or other engines. This includes golf carts, electronic personal assistance mobility devices such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes. Wheelchairs are not included in this definition. [RETURN](#)

Wheelchair - A manually operated or power-driven device designed primarily for use by an individual with a mobility Disability for the main purpose of indoor and/or outdoor locomotion. [RETURN](#)