



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-009R

January 13, 2025

TO: All Personnel

FROM: Division Chief Ayres

SUBJECT: NarcBox Go-Live **REVISED**

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After the C Platoon NarcBox training is completed on January 17, 2025, all controlled substances will be stored in NarcBox safes on UFA apparatus and tracked using the NarcTrack software.

***DO NOT USE VECTOR SOLUTIONS CHECKIT FOR ANY CONTROLLED SUBSTANCES TRACKING AFTER THIS DATE AND DO NOT STORE ANY CONTROLLED SUBSTANCE MEDICATIONS IN THE STATION WALL-MOUNTED SAFES.***

Initial training will be conducted on January 13 (**B** Platoon), 15 (**C** Platoon) and 17 (**A** Platoon). The Controlled Substances policy and field guidelines are being updated to reflect new processes with this new system. They will be reviewed by Command Staff on January 13 and then by PAC at their next meeting. A draft version of the policy and procedure will be provided to stations during the training. Once the policy and procedure have been finalized, they will be available in PowerDMS. Please review these new policies/procedures regularly while we all get used to a new controlled substances tracking system.

EMS Division has also created a Frequently Asked Questions page that can be found by navigating to: <https://support.unifiedfire.org/a/solutions/articles/21004961777>

For any problems or questions related to either the physical NarcBox safes or the NarcTrack software, contact the EMS Division on-call representative by phone at (385) 275-5776 **AND** complete the NarcBox support request that can be found at <https://support.unifiedfire.org/a/catalog/request-items/129>

If any stations or divisions need additional training or support, please use the [training request service item](#) and we will schedule a time to provide additional training to you, your station and/or your division.

If anyone has questions, concerns or recommendations, please contact Controlled Substance Program Manager [Brooke Burton](#).