

Solano County Health & Social Services Department

Mental Health Services
Public Health Services
Substance Abuse Services
Older & Disabled Adult Services



Eligibility Services
Employment Services
Children's Services
Administrative Services

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EMERGENCY MEDICAL SERVICES AGENCY

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Agency Administrator

POLICY MEMORANDUM 3205

DATE: 1 JULY 2010

REVIEWED/APPROVED BY

Handwritten signature of Richard C. Lotsch, D.O.

RICHARD C. LOTSCH, D.O., EMS AGENCY MEDICAL DIRECTOR

Handwritten signature of Richard Watson.

RICHARD WATSON, EMS AGENCY ADMINISTRATOR (ACTING)

SUBJECT: Background Checks & Central Registry Requirements for EMT Certification & Recertification

AUTHORITY:

- CALIFORNIA HEALTH & SAFETY CODE, DIVISION 2.5, § 1797.117, 118, 211; 11075, 11105, 11105.2;
- PENAL CODE § 100340 – 100349;
- CALIFORNIA CODE OF REGULATIONS, Title 22, Div 9, Chapter 10; Chapter 6, §100216 (c & d).

I. PURPOSE

To establish policy and procedure for Background/LiveScan Checks for all EMT-1 certifications and recertifications.

II. DEFINITIONS:

- **Authority:** "Authority" means the Emergency Medical Services Authority (EMSA).
- **California Central Registry:** The single registry of EMT and Advanced EMT certification information and Paramedic licensure information. The Registry shall be used by certifying entities as part of the certification process and by the Authority as part of the licensure process for Paramedics.

- **Criminal Offender Record Information (CORI):** The records and data compiled by criminal justice agencies for purposes of identifying criminal offenders and of maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation and release.
- **EMT Certifying Entity:** The Medical Director for Solano County Emergency Medical Services.
- **LiveScan Applicant Submission Form:** The California DOJ "Request for Live Scan Service" application, "Form BCII 8016 (06/09)". This form is used to request a state and federal criminal history report upon an individual as authorized by statute.
- **Subsequent Action Notification (SAN) Report:** Reports issued by the Department of Justice (DOJ) to any agency authorized by **§ 11105 of the Penal Code to receive state summary criminal history information to assist in fulfilling employment, licensing or certification duties, upon the arrest of any person whose fingerprints are maintained on file at the DOJ as the result of an application for licensing, employment, certification or approval. The subsequent arrest notification shall consist only of any offense an individual is arrested for after the individual's original fingerprint date for an authorized applicant agency.**

III. **RESPONSIBILITY OF THE INITIAL AND RECERTIFICATION EMT APPLICANT:**

Starting July 1, 2010, each EMT initial applicant or recertification applicant shall do all of the following:

- A. Submit a completed NCEMS specific LiveScan Submission Form to the California DOJ for a state and federal CORI search;
- B. The CORI shall include a subsequent arrest notification;
- C. The EMT applicant will designate that both the state and federal CORI search results shall be reported to Solano County EMS Agency and the Authority.
- D. The background check/Live Scan will only have to be done once, as long as the EMT remains current with Solano County EMS.

IV. **Solano County EMS Agency Termination of CORI & SAN Reporting**

Solano County EMS shall notify the California DOJ within twelve (12) months of no longer needing to receive the CORI and SAN reporting on the following individuals:

- A. An individual that allows their EMT certification to lapse greater than one (1) year; or
- B. An individual is certified by another certifying entity as an EMT; or
- C. An individual that has submitted to a background/LiveScan check for Solano County EMS Agency but who fails to apply for EMT certification within one (1) year of date of LiveScan.

V. **Public Access to Central Registry Data:**

- A. The following EMT certification will be made available to the public by the Authority:
 - 1. First Name

2. Last Name
3. Middle Name, if available
4. EMT certifying entity
5. Registry number
6. Current certification status
 - a. Active
 - b. Expired
 - c. Denied
 - d. Revoked
 - e. Suspension including effective and expiration dates
 - f. Placed on probation including effective and expiration dates of probation
 - g. Local EMS Agency that took certification action.

VI. Authority Required Registry Fees:

Registry fees charged at the time of application submission for EMT certification and recertification shall be passed through the Solano County EMS Agency to the California State EMS Authority.

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