

**COUNTY OF SACRAMENTO  
EMERGENCY MEDICAL SERVICES AGENCY**



Program Document: **Emergency Medical Services Liason Officer**  
Policy Number: 4003.14

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Signature on File  
EMS Medical Director

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Signature on File  
EMS Administrator

**Purpose:**

- A. To describe the role of the Emergency Medical Services Liaison Officer (ELO).

**Authority:**

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9

**Policy:**

- A. Every out-of-hospital provider agency shall have an ELO.
- B. The ELO shall be responsible for the dissemination of all policies, procedures, protocols, and other official communications from the Sacramento County Emergency Medical Services Agency (SCEMSA).
- C. The ELO shall serve as the official communication channel between base hospitals, receiving hospitals, other hospitals, SCEMSA, and the provider agency.
- D. The ELO shall review and channel all incident reports generated internally and externally to the appropriate agency, e.g., other providers, base hospitals, or SCEMSA.
- E. The ELO shall facilitate information gathering from other providers, base hospitals, and SCEMSA.
  - 1. Requests for information should always be in writing.
  - 2. If time is critical verbal communication is acceptable but should be followed up in writing.
- F. The ELO shall facilitate communication between Paramedics and other providers, base hospitals, and SCEMSA.

1. Whenever possible, the communications shall be through the ELO and shall be in writing.
- G. It is recommended that, at a minimum, the ELO maintain a current Emergency Medical Technician certification. A Paramedic license is preferred.