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|  | COUNTY OF SACRAMENTO EMERGENCY MEDICAL SERVICES AGENCY | Document # | 4055.11 |
| | PROGRAM DOCUMENT: Criminal Background Checks | Initial Date: | 06/12/07 |
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Signature on File

EMS Medical Director

Signature on File

EMS Administrator

Purpose:

- A. To provide information and guidelines to Emergency Medical Technician (EMT) applicants for initiating the process required to obtain Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background checks.

Authority:

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

Policy:

- A. All individuals applying for initial Sacramento County EMT certification or recertification must submit a Live Scan DOJ and FBI background check.
- B. A certified Sacramento County Emergency Medical Services Agency (SCEMSA) EMT who previously submitted a Live Scan DOJ background check for certification or recertification purposes with SCEMSA is not required to submit a Live Scan background check.

Process:

The background check process is a Live Scan electronic fingerprint submission sent to the DOJ and FBI, with the results transmitted electronically to the Emergency Medical Services Authority (EMSA) and SCEMSA.

- A. A Live Scan form and related instructions can be obtained at the SCEMSA office or website; (<http://www.dhs.saccounty.net/PRI/EMS/Pages/Certification%20Pages/SP-EMT-Certification-and-Recertification.aspx>).
- B. Go to <https://oag.ca.gov/fingerprints/locations> for a listing of Live Scan sites both inside and outside of Sacramento County.
- C. Complete the online application.
- D. Upload a copy of the Live Scan form signed by the Live Scan operator with the Automated Transaction Identifier (ATI) number.
 - Because agencies cannot share Live Scan information, Live Scans done for other agencies are not accepted by SCEMSA.
 - The Live Scan process provides background information on the applicant to the Authority and SCEMSA on an ongoing basis, including subsequent arrests.

Guidelines for Denial or Revocation of EMT Certification and Recertification to Applicants' Criminal Histories:

- A. The SCEMSA Medical Director shall deny or revoke an EMT certificate if any of the following apply to the applicant:
 - 1. Has committed any sexually related offense specified under Penal Code Section 290.
 - 2. Has been convicted of murder, attempted murder, or murder for hire.
 - 3. Has been convicted of two (2) or more felonies.
 - 4. Is on parole or probation for any felony.
 - 5. Has been convicted and released from incarceration for said offense during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter.
 - 6. Has been convicted and released from incarceration of said offense during the preceding five (5) years for any offense punishable as a felony.
 - 7. Has been convicted of two (2) misdemeanors within the previous five (5) years relating to the use, sale, possession, or transportation of narcotics or dangerous drugs.
 - 8. Has been convicted of two (2) misdemeanors within the proceeding five years for any offense relating to force, violence, threat, or intimidation.
 - 9. Has been convicted within the proceeding five (5) years of any theft-related misdemeanor.
- B. SCEMSA may deny or revoke an EMT certificate if any of the following apply to the applicant:
 - 1. Any act involving fraud or intentional dishonesty for personal gain within the preceding seven (7) years.
 - 2. Registration is required pursuant to Health and Safety Code Section.
- C. SCEMSA will use appropriate state statutes and regulations in assisting with these determinations, including but not limited to:
 - 1. California Code of Regulations, Title 13, Chapter 5, Article 1, Section 1101.
 - 2. California Code of Regulations, Title 22, Chapter 6.
 - 3. California Health and Safety Code, Division 2.5, Chapter 7, Section 1798.200.
 - 4. The Authority's publication #134, "Recommended Guidelines for Disciplinary Orders and Conditions of Probation for EMT (Basic) and Advanced EMT."

Guidelines for Removing Individuals from the SCEMSA DOJ and FBI Database:

- A. Your Live Scan application will be removed from the SCEMSA Live Scan database:
 - 1. If you apply for EMT certification and do not complete the process within six (6) months of your Live Scan completion date.
 - 2. If you are a certified Sacramento County EMT whose certificate has expired greater than twelve (12) months.
- B. If you apply for certification at a later date, you will need to do another Live Scan.

Privacy and Confidentiality:

Privacy and confidentiality of criminal history record information is the responsibility of SCEMSA. Once a response is received from the DOJ and FBI, we are obligated to destroy that information immediately once a decision is made on certification status. In addition, only preauthorized SCEMSA staff is permitted to review this information. All material submitted is held in strict confidence.

Cross Reference: PD# 4050 – Certification/Accreditation Review Process
PD# 4100 – EMT Certification
PD# 4150 – EMT Recertification