

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4055.09
	<b>PROGRAM DOCUMENT:</b> <b>Criminal Background Checks</b>	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 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 submit an application 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