

## SCEMS Criminal Background Check guidelines effective 11/01/2009

For more information read Policy [#4055](#) on this site.

All individuals applying for an **initial** Sacramento County EMT-I **certification** must submit a Request for Live Scan Service from the California Department of Justice (DOJ) which performs a background check. All individuals who have not resided continuously in California for the past seven (7) years must also request an FBI background check. Applicants who hold a valid California EMT-P License and have received a background check initiated by the State EMS Authority are exempt from this requirement.

All individuals applying for Sacramento County EMT-I **recertification** must submit a Request for Live Scan Service from the California Department of Justice (DOJ) which performs a background check if the basis for recertification is an EMT-I certification from any jurisdiction other than Sacramento County. All individuals who have not resided continuously in California for the past seven (7) years must also request an FBI background check. Applicants who hold a valid California EMT-P License and have received a background check initiated by the State EMS Authority are exempt from this requirement.

A Live Scan form and related instructions can be obtained at the SCEMS office, by mail, or from our website, <http://www.sacdhs.com/ems>). Select the applicable form with the Level of Service marked DOJ only or DOJ/FBI.

Complete the application.

- Please use **ONLY** the applicable SCEMS-specific form from the website.
- Complete only the biographic section, 3<sup>rd</sup> box down.
- Verify the Level of Service requested by reviewing the check marks:  DOJ  FBI
- Make two extra copies (one for SCEMS and one for you).
- Call a Live Scan agency to make an appointment for fingerprinting and to verify hours and payment method. Go to <http://ag.ca.gov/fingerprints/publications/contact.php> for a listing of Live Scan sites.
- Submit the SCEMS copy of the Live Scan form with your EMT application.

Because agencies cannot share Live Scan information, Live Scans done for other agencies will not be accepted by SCEMS.

The Live Scan process provides background information to SCEMS on an ongoing basis, including subsequent arrests.

If an applicant is denied, he/she has the right to request a hearing. In addition to certification/recertification actions, an EMT- I certificate may be suspended or revoked based on criminal history information.

All applicants receiving a certification denial, suspension, or revocation related to a criminal conviction will be given information on the option to request an Investigative Review Panel hearing, as defined in “Emergency Medical Services Personnel Certification Review Process Guidelines” found in Chapter 6 of Division 9, Title 22 of the California Code of Regulations.

If you submit an application for certification at a later date, you will need to do another Live Scan.

All material submitted is held in strict confidence.