

**PURPOSE:** The purpose of this policy is to provide a mechanism for individuals, providers, and organizations to maintain personnel and position updates with the San Joaquin County EMS Agency (SJCEMSA).

**AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.201, 1797.204, 1797.220, 1798 et seq.; California Code of Regulations, Title 22, Division 9, Chapter 12, Article 2, Section 100402.

**POLICY:**

- I. San Joaquin County accredited, authorized, and certified EMS personnel shall maintain up-to-date contact information with the SJCEMSA.
  - A. Individuals shall complete and submit a Personnel Update Form 2010A to the SJCEMSA within thirty (30) days of a change occurring.
- II. Authorized advanced life support (ALS) providers shall maintain up-to-date contact information and a current list of ALS and basic life support (BLS) personnel with the SJCEMSA.
- III. Authorized ALS providers shall complete and submit an Organization Personnel and Contact Update Form 2010B to the SJCEMSA within thirty (30) days of a change occurring.

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Effective: June 1, 2021  
Supersedes: January 1, 2009

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Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator