

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Administration Policies	
	Title: BEMSP Notification	
	Number: 100 – 260	
	Approved: 12/31/2020	By: Fire Chief Dan Petersen
Last Reviewed: 9/2/2025	By: AC Wade Russell	

REFERENCES:

- [UFA Policy and Procedure – Discipline](#)
- [UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)
- [UFA Policy and Procedure – Drug and Alcohol Testing/Drug Free Workplace](#)
- [Utah Administrative Code Rule – R911-5-3200](#)
- [BEMS Self-Report-Form](#)

DEFINITIONS:

Agent: One who is authorized to act for or in the place of another. A person or group of people that represent another person or that acts on behalf of other people.

PURPOSE:

To provide guidance in notifying the Utah Bureau of Emergency Medical Services in situations where an EMS licensed employee has been found guilty of or has violated the provisions-stated by the State of Utah Bureau of Emergency Medical Services and Preparedness (BEMSP) and Utah Administrative Code Rule R911-5-3200 for licensure.

POLICY:

- 1.0 In accordance with UFA Policy and Procedure – Occupational Licensure and Certification Requirements, within twenty-four hours of an occurrence, any EMS licensed employee, or their agent, is required to notify the employee’s Section Chief about any arrest, charge, incarceration, or conviction as defined by the State of Utah Bureau of Emergency Medical Services in its administrative rules relating to Utah Administrative Code Rule R911-5-3200.
 - 1.1 The employee’s Section Chief will notify the Fire Chief, EMS Division Chief, Administration and Planning Section Chief or designee, and the Human Resource Director.
 - 1.2 Failure of the employee to make the appropriate notifications in a timely manner may result in disciplinary action.
- 2.0 Upon notification from the employee, or after investigation and determination that an EMS licensed employee has been found in violation of or cannot meet applicable State or Department standards relating to Utah Rule R900-5-3200 Exclusion from Licensure,

the EMS Division Chief or designee will notify the State of Utah Bureau of Emergency Medical Services within seven (7) days, in accordance with R911-5-3200.

- 3.0 The EMS Division Chief or designee will provide the affected employee with a copy of any written communication that pertains to them, (e.g. email, formal letter) sent to the State of Utah Bureau of Emergency Medical Services and Preparedness.

Replaces policy dated Jan 16, 2015