



## COMMAND EVENT RECORD DOCUMENTATION

**Effective:** January 1, 2020  
**Replaces:** NEW  
**Review:** January 1, 2023

### I. Purpose

The purpose of this policy is to identify standards for documentation of Command Event Records by accredited EMS Field Supervisors and EMS Agency Staff.

### II. Command Event Record

- A. The Command Event Record is a component of the Santa Clara County's EMS Patient Care Data System and is accessible through either the Image Trend Elite Online or the Image Trend Elite Field solutions.
- B. Accredited EMS Field Supervisors and EMS Agency Staff are required to document a command event record for every event which they participated. This shall include, but is not limited to, the following circumstances:
  - 1. When formally dispatched on an event;
  - 2. When responding to an EMS event;
  - 3. When a "desk assignment" has been initiated;
  - 4. When a "compliance event" has been initiated;
  - 5. When modifications are made to normal EMS System operations;
  - 6. When Standard Dispatch Orders # 2-28 have been implemented;
  - 7. When necessary for any documentation purpose.
- C. Command Event Record forms shall be completed electronically and submitted to the Santa Clara County EMS Agency using the EMS Data System.
- D. Command Event Records shall be completed and submitted to the EMS Data System within 24 hours from time of call or before the end of the working shift, whichever is less.
- E. All electronic Command Event Records shall be subject to review by authorized Santa Clara County EMS Agency staff members.
- F. During any instance where patient care was delivered by an accredited EMS Field Supervisor or EMS Agency Staff, an electronic Patient Care Record (ePCR) shall be created in compliance with *Policy #500: Electronic Patient Care Record (ePCR) Documentation*.