FELTON FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURES

ARTICLE: I SOP: 1400

SECTION: 1400 GENERAL ORDERS

SUBJECT: RELEASE OF FIRE DISTRICT RECORDS

AND INFORMATION

PURPOSE: To provide Fire District personnel with guidelines for the release of Fire

District records and information that will serve the public interest.

SCOPE: Define what Fire District records and information is classified as public

records and procedure under which they are to be released. Define

what records are exempt from disclosures.

PROCEDURE:

The California Public Records Act, Government Code Section 6250, was enacted for the objective of increasing freedom of information and is designed to give the public access to information in the possession of public agencies. The Act applies to public records, which are defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

INSPECTION OF RECORDS

- A. Fire District records are open to public inspection during normal working hours which are 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm Monday thru Friday, except holidays.
- B. Records are to be inspected and/or released from the Administrative Office only. This will ensure that the public interest is served in a consistent, efficient and comprehensive manner.
 - 1. A time and place must be set aside for the public to inspect or review records within the Administrative Office(s).
 - The person responsible for making record(s) available shall ensure the safeguarding of said record while in the possession of the inspecting party or person, so as to prevent the alteration, destruction, or loss of records.

- C. The requesting person must complete an information Request Form or submit a letter which covers all components of the form, before records or information may be inspected or released.
 - Most requests can be fulfilled upon request, however there may be unusual requests that should be referred to the Fire Chief, District Board, or District Legal Counsel.
 - Requests must be specific so as not to require staff to research and examine voluminous amount of records.
 - 3. Upon receipt of request form, the Fire District must determine within ten (10) days wether to comply with the request.
- D. Original records can only be releases upon court order to custodian of said order.
- E. Copies of records or information shall be provided upon receipt of payment of cost pursuant to current fee schedule.
- F. Records exempt from disclosure, except by court order:
 - Personnel, medical, or similar files, the disclosure of which would invade personal privacy.
 - 2. Records pertaining to pending litigation.
 - Certain Fire Investigation reports prepared for law enforcement purposes or involving juveniles.
 - 4. Certain rescue or medical aid reports.
 - Test questions or results and other examination data for hiring or promotion of Fire District personnel.
 - 6. Records which are exempted or prohibited pursuant to provisions of federal or state laws.
- G. Records which are commonly requested and may be releases:
 - 1. Incident Reports
 - 2. Fire Investigation Reports
 - 3. Hazardous Material Management Plans and Reports
 - 4. Fire Inspection Records
 - 5. Fire Protection System Records and Plans
 - 6. Financial Records
 - 7. Board Minutes
 - 8. Training Records

FELTON FIRE PROTECTION DISTRICT

Telephone: (408) 335-4422

131 Kirby Street, Felton, California 95018

INFORMATION REQUEST FORM

SECTION	T: Kequestor	information			
NAME:			PHONE:		
	S;				
	(number)	(street)	(city)	(z	p)
REPRESE	NTING:				
SECTION	2: Informatic	on Requested			
	Fire Safety of Hazardous 1	gation Report or Inspection R Material Plan,	Chemical Inven	itory Informatio	n:
SECTION					
Review		Copies Both			
SECTION	4: Incident/	Investigation	Information		
Date of Incid	dent:	Location of Incid	lent:	Time of Inc	ldent:
SECTION	5: Facility I	aformation	(The facility liste	d will be notified o	f this request.)
FACILITY	NAME:				
			-		
		(number)	(street)	(city)	(zip)
SECTION	6: Need for 1	nformation			
Requestor	Statement of	Need:			
SECTION Schedule	N 7: A fee wi on reverse,	ll be charged	and is due o	n request bas	ed upon the Fee
	(Signature)				Date)