

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 5: ADMINISTRATIVE POLICIES

EFFECTIVE DATE:

SECTION 3: DISCLOSURE OF INCIDENTS

REVISED:

5.2.1 **PURPOSE:** To establish guidelines for the release of copy of incident reports to the public.

5.2.2 **PROCEDURE:** An Incident Report prepared by District Staff constitutes a "Public Record".

Government Code Section 6250 and following sets forth the process for access to public records. The general rule is that access to information concerning the conduct of the people's business is fundamental and necessary right of every person in the state and the public records are generally to be disclosed to the public; unless specific direction provides otherwise.

5.2.3 **POLICY:** Government Code Section 6254, provides the primary exceptions to the general rule that all records are open to the public.

5.2.3.1 Exceptions:

- 1) Any report involving a minor (this information to be held "confidential")
- 2) Any report involving a sexual crime (this information to be held confidential")
- 3) If the release of the report would jeopardize an on-going investigation.
In accordance with the above, the following will be in effect:
 1. All reports shall be written with the understanding that the report will probably be released to the public, if the public asks for a copy.
 2. Reports that involve minors or that are involved as part of an ongoing criminal investigation are not released to the public, until the report is reviewed by Fire District Legal Council.
 3. Reports are to be complete, spell checked, and include all names and addresses of persons involved in the incident, the description of any property involved, the date, time, and location of the incident, all diagrams, statements of the parties involved in the incidents, the statements of all witnesses, other than confidential informants which would endanger the safety of a witness.
 4. All requests for incident reports shall be referred to the Administrative Office. Under no circumstances shall an incident report be released from field personnel.
 5. Requesting agencies or public shall be advised that requests for reports to be processed, takes 3-5 working days after the request.