

Subject: **Requests for Information**

Purpose: Establishment of a policy to be utilized for handling requests for information from insurance agents, adjusters, investigators, attorneys, or others, involving a particular incident, the circumstances surrounding a particular incident or operations of the Fire Department at an incident. Also, to provide for factual release of information, only to those individuals that are legally entitled to such information.

Scope: This policy applies to all Northern Piatt Fire Department personnel

Should any member of the Fire Department receive a request or be approached for information from insurance agents, adjusters, investigators, attorneys, or other, involving a particular incident, the circumstance surrounding a particular incident or operations of the Fire Department at an incident, they shall not make any comments, provide any detail, supply any written reports, records, or notes. Members shall refer all requests to a Chief Officer.

Members shall report to a Chief Officer any such request that he or she may have received.

Members shall not discuss the details or particulars of any incident, outside of the Department, if the Department is involved or potentially involved (directly or indirectly), in civil or criminal litigation.

Chief Officers upon receiving requests for such information may wish to consult with Department's legal counsel, insurance agent, or Board of Trustees, prior to responding to said request. Whenever possible, said request should be requested in writing.

Members may be directed by a Chief Officer to provide information to qualified individuals that have a vested interest or involvement in a particular incident, such as law enforcement officials, investigators or legal counsel.

Information provided shall be based only upon known facts, and not based upon speculation, assumption, theory, rumor, conjecture, or supposition.

By the Order of: _____
Fire Chief

Date: _____