

Springdale Fire Department
Policy & Procedures Manual
Volume 1 – Administrative Policy
Section 103.5 – Incident Related Information Releases

Personnel shall be conscious of sensitive information obtained in the course of duty. Release of information to members of the public and media shall be limited to that of factual basis only.

Fire department incident reports are public record and as such, factual information present on the NFIRS report form is releasable. However, detailed information that may be sensitive or confidential in nature due to an ongoing investigation is NOT releasable.

Media requests for detailed information related to incidents shall be directed to the on duty Shift Commander, the Division Chief of Operations, the Fire Chief, or the Fire Marshal when related to investigations.

Media and or public requests concerning incident information during active incidents should be answered only by the Incident Commander. The Incident Commander may appoint a Public Information Officer to answer these information requests.