



# **Hillsborough County Fire Rescue**

## **POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS**



SECTION: Administrative Policies  
SUB-SECTION: Administration - General  
POLICY TITLE: Release of Public Information

POLICY NUMBER 100.08

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EFFECTIVE DATE: 1 March 2010

REVISION DATE:

REVIEW DATE:

Page 1 of 1

1. Company officers are authorized to acknowledge the occurrence of request for assistance to the public for those incidents that are within his/her first response territory. The information release should be limited to: "HCFR responded to a request for assistance at insert incident location on insert date at approximately insert time."
2. Requests for any other information must be directed to the PIO, Battalion Chief, and/or Shift Commander.
3. Inquiries as to the cause and origin of fires are to be directed to the on-duty HCFR Fire Investigator or the HCFR Fire Marshal's Office.
  - a. No information as to ownership or occupancy shall be released without the expressed permission of the Investigating Officer or Agency.
  - b. If it is known that the investigation of the referenced fire has been turned over to the State Fire Marshal's Office, then the request for information shall be directed to them.
4. Operational details of the department should be directed to the PIO (if present), Battalion Chief, and/or the Shift Commander.
5. No names or other information of victims of any incident are to be released by any Fire Rescue personnel except at the express direction of the Fire Chief.
  - a. All private information shall be protected in accordance with Department HIPAA policies and Federal Law.
  - b. This information can only be released by law enforcement personnel as they deem appropriate.
    - i. This information is usually held pending next of kin notification.
6. Prior to any information being released, members are reminded to be sure that such release is in accordance with this policy and policies 203.03 (Public Information Releases) & 300.06 (HIPAA).