



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## Office of the Fire Chief

To Whom It May Concern:

In order for the Fairfax County Fire and Rescue Department to efficiently and accurately assist you in your request for interviews, you must provide the following in a memorandum:

1. The intent or the purpose for the interview(s).

*Note:* Copies of reports are sometimes a valuable source of information for an incident. Requests for copies of incident reports and/or medical records should be obtained from our Freedom of Information Act (FOIA) representative for fire and EMS incidents. HIPAA authorization is required for medical records requests. FOIA and HIPAA authorization forms are available on our website at [www.fairfaxcounty.gov/fire](http://www.fairfaxcounty.gov/fire) and click on the Incident Report and FOIA topic. If you need additional assistance, please contact the incident support help line at (703) 246-3992. \*Please include the record(s) that were provided by our FOIA representative with your interview request. All records released by our FOIA representative are stamped as a “certified true copy” and will have the signature and date the FOIA representative released record(s).\*

2. Name(s) and employee ID number(s) of the personnel to be interviewed.

*Note:* This information is contained in the incident report and medical record.

3. Incident information (Fire and Rescue Department’s incident number, date, and location of the incident).

*Note:* Incident Number is also known as the Event Number and Call Number.

4. Indicate that “this information is not being obtained for the purpose of taking action against Fairfax County or any of its employees.” If that is not the situation, your request must be approved through the Fairfax County Attorney’s Office. Their phone number is (703) 324-2421.

Convey your request for interviews in writing via fax, to (703) 273-4830, or mail to:

Fairfax County Fire & Rescue  
c/o Captain of Operations  
4100 Chain Bridge Road  
Fairfax, Virginia 22030



Once your request has been approved, you will be given the phone numbers of the appropriate battalion chief(s) or other named supervisor to contact. The appropriate supervisor will be advised of your intent to contact him or her, and that person will assist you in arranging interviews with our employees.

Interviews shall be conducted:

1. In person (not over the phone).
2. At the employee's present work location.
3. During the employee's scheduled work hours (at a time convenient to all parties).
4. With the employee's battalion chief/supervisor present.
5. The interview shall encompass only what the employee observed and *not* actions that were taken by our personnel.
6. If at any time the supervisor or employee feels the interview question(s) are inappropriate, the question(s) will not be answered, and the interview will be terminated.
7. Employee(s) will not provide any written statements during or after the interview.

Requests for interviews generally take five business days to grant approval. If you have any questions, please contact the Captain of Operations at (703) 246-3994.