

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.111	Effective Date:	9/18/2012
Title:	Access to Department Records	# of pages:	1
Category:	Administration	Classification:	Green

1. **PURPOSE:** To outline to process of accessing department records.
2. **POLICY:** The Chief of Department is chief custodian of all records belonging to the South Portland Fire Department. The Department Administrative Assistant will assist the Chief of Department in the release of public information.

The South Portland Fire Department will provide access to all records in accordance with Federal & State laws.

All requests for information unrelated to healthcare information will be reviewed by the Chief of Department and released in accordance to Federal & State laws if applicable.

All public information requests are subject to a five business day period for completion and fees established by the City of South Portland for copies of reports, photographs, video and data.

The Deputy Chief of EMS (or his designee), in accordance with the Healthcare Information Portability and Accountability Act (HIPAA), and other related policies, will handle the release of healthcare information.

Weekly, the Department will make available to the public, a list from the previous week of the emergency calls (including date, time, location, and event) and a list of the number of transports to the local hospitals.

3. **REFERENCES:**
 - None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief