

SPRINGFIELD FIRE DEPARTMENT

Series 200

Title:	Department Records	211
Category:	Administration	7/2017

PAPERWORK

Members shall promptly submit required paperwork.

The falsification of records, the making of misleading entries or statements with intent to deceive, or in the willful mutilation of any department document will be considered a serious offense.

NATIONAL INCIDENT FIRE REPORTING SYSTEM (NIFRS) REPORTS

NIFRS reports shall be completed for all incidents related to fire response, an injury accident involving a fire, fuel spill, hazardous materials, etc.

The incident commander shall be responsible for submitting a written summary of the incident to the fire chief prior to being relieved from duty. The summary shall include:

1. What type of an alarm, i.e., car fire, chimney fire, structure fire, hazardous material, service call, etc.
2. Describe the building or occupancy, i.e., single family dwelling, five story apartment, shopping mall, grocery store, duplex, etc.
3. What you saw upon arrival i.e., full or partial involvement and where nothing is showing, redirected to another address, etc.
4. Detail what action was taken. i.e., extinguishment describing apparatus deployment, lines used, ladders utilized, equipment used, areas of fire spread, exposure protection, etc. Describe injuries to firefighters and civilians. Describe contacts with witnesses providing names, birth dates, and phone numbers where they may be reached for further comments, which may have a bearing on the investigation. Give your opinion of the cause of the fire based on your investigation and observations. Give an estimate of the property damage and the insuring company or agent.

LOGS

The logs shall be an accurate and complete record of the operation of the department. The log shall consist of incidents, training activities, and other significant activities that are required to be recorded either by federal, state, local, or department mandates.

MEDIA RELATIONS

No member shall make a statement to the press regarding operations of the department without permission of the fire chief.

Press releases concerning structure fires, first aid, or emergency calls can be conducted by members at the scene with the approval of the fire chief.

RELEASE OF FIRE DEPARTMENT PUBLIC RECORDS

The Springfield Fire Department falls within the definition of a public body and is subject to the public record disclosure statutes as they pertain to written or recorded official records. These records include written policies, procedures, manuals, factual staff reports, incident reports, tape and recordings of telephone messages.

Care must be taken to insure that:

- A. The information requested is covered by statute and not exempt.
- B. The citizen's request for confidentiality will not be violated.

ALL REQUESTS FOR PUBLIC INFORMATION MUST BE SUBMITTED TO THE FIRE CHIEF OR HIS DESIGNEE AS SOON AS RECEIVED.

The fire chief or his designee will follow all guidelines set forth in the Michigan Freedom of Information Act (FOIA, 1976 PA 442).