

# ADMINISTRATIVE POLICY



**10107\*\***  
(6-13-14)

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## NON-INCIDENT INFORMATION, RELEASE OF

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- 10107.1 Purpose:  
The purpose of this policy is to describe the process to provide non-incident and post-incident-related information to the public.
- 10107.2 Scope:
- 10107.2.1 This policy applies to all Ventura County Fire Protection District personnel.
- 10107.2.2 This policy applies to the release of information related to the business operations of the Fire District and post-incident inquiries.
- 10107.2.3 Policy relating to incident information is contained in Operational Procedure 3013, "Incident Information."
- 10107.3 Policy:
- 10107.3.1 Personnel Authorized to Release Information:  
For purposes of this policy, members of the Executive Staff and/or the Office of Public Information, including their designees, may authorize the release of information.
- 10107.3.2 The Office of Public Information shall be responsible for monitoring the content and quality of all information released by the Fire District.
- 10107.3.3 All requests for information regarding Fire District business operations shall be directed to the Office of Public information for handling or referral to the appropriate bureau.
- 10107.4 Procedure:
- 10107.4.1 No personal opinion regarding an incident, policy, or procedure is to be given. If in doubt, clear information release through the chain of command.
- 10107.4.2 Fire-cause information shall not be released, except by authorized personnel.

101074.3 The names of persons under the age of 18 shall not be released.

10107.4.4 Release of names or information related to medically treated patients shall follow HIPPA protocols.

10107.4.5 The names of injured firefighters shall not be released to the news media without their permission and the authorization of the Duty Chief.