

Cape Elizabeth Fire Department Policy & Procedure Manual

Policy:	Public Access to Fire Department Records		
Section:	Administration		
Policy #	5.8	Date Effective:	01-01-2006

The Chief of Department is chief custodian of all records belonging to the Cape Elizabeth Fire Department and its companies. The Firehouse Administrator will assist the Chief of Department in the release of public information.

The Cape Elizabeth 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.

All Public Information requests are subject to a 5-business day period for completion and fees established by the Town of Cape Elizabeth for copies of reports, photographs, video and data.

The EMS Director in accordance with the Healthcare Information Portability and Accountability Act (HIPAA) and related policies will handle the release of healthcare information.

Weekly the Administrative Assistant will make available to the public a list, for the previous week, of Fire Department & WETeam calls (including date, time, location, and event) and a list of transports to local hospital facilities.