

**SPOKANE VALLEY FIRE DEPARTMENT**  
**Board of Fire Commissioners**  
**Policy for Information Release #006**

**Purpose:**

Whenever an employee of this department, other than a Chief Officer, is contacted by an attorney, insurance representative, news reporters or other individual for interviews or statement concerning any fire department operation, the employee must notify the shift response chief of the request before giving any information, either oral or written.

**Authority:**

Locals 876 and 3701 Collective Bargaining Agreements

RCW 42.17

**Policy:**

***I. Request for Interview***

- A. The response chief will decide if he/she or a representative from another division of our department should be present during an interview. The response chief should contact a representative of the appropriate division if there is a concern about the interview.
- B. If the response chief and/or appropriate department personnel are not available, the employee shall postpone any release of information to a later date.
- C. This policy also applies to department employees who are off duty. If department employees are contacted off duty, the above procedure also applies.

***II. News Media on Scene***

Any questions asked by the news media at the scene of an emergency will be referred to the incident commander or the incident information officer.

***III. Request for Release of Public Information***

Requests for release of public information will be processed in accordance with the provisions of RCW 42.17.

Adopted:  
Spokane Valley Board of Fire Commissioners:  
December 15, 1995

Revised:  
July 16, 2007

Reviewed:  
Spokane Valley Board of Fire Commissioners:  
April 27, 2015

Amended:  
Spokane Valley Board of Fire Commissioners:  
May 26, 2015