

	Administrative	Incident Report Request
Section: Administrative	Number: 1.4	Approved:
For Review: 12/27/2011	Effective: 12/5/2012	Revised:

Purpose: To define and describe the procedures to follow if and when a Sierra Fire Protection District (SFPD) employee receives a request for the release of an SFPD incident report.

Responsibility: All employee’s within the SFPD.

Scope: Employees will become familiar with the Incident Reporting Policy and the forms required to complete, and to assist the public with a request of an incident report. This policy requires compliance, where appropriate, as mandated by HIPAA, 45 CFR Parts 160 and 164, Subparts A and E, the Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”), and 45 CFR Parts 160 and 164, Subparts A and C, the Security Standard (“Security Rule”).

Description:

FIRE REPORTS

Fire reports (excluding medical reports or any incident report containing patient medical information) are considered a matter of public record and are available upon request. Fire reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney’s Office and the Fire Chief. The Washoe County District Attorney’s Office shall have the final authority in determining if a fire report will be released as public record or released through a subpoena. Fire reports can be mailed to the requestor via certified mail or can be obtained in person once the incident request form is completed and approval is granted by the Washoe County District Attorney’s Office and the Fire Chief.

FIRE INVESTIGATION REPORTS

The fire investigation report will automatically be included with the incident report if the fire was ruled accidental. If the fire was ruled undetermined or incendiary, text in the report will indicate that the investigation report is not considered public record and that section will be blacked out. Fire investigation reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney’s Office and the Fire Chief. To receive a copy of the complete report it must be subpoenaed through the Custodian of Records for Washoe County.

MEDICAL REPORTS

The emergency medical services report and the information they contain is protected by law and will be released only with the proper authorization.

A. Patient

- The patient can obtain the form in person at the Washoe County Complex, Office of the County Manager, Sierra Fire Protection District, 1001 E Ninth Street Reno NV, 89512. The form can also be downloaded from the Sierra Fire Protection District website at <http://www.washoecounty.us/sierrafire>.
- Valid photo identification is required to be shown prior to any release of information.
- If the report is to be mailed, the original notarized SFPD medical release form is required and the notarized form must be mailed via certified mail.
- A copy of valid photo identification is required prior to any release of information.
- The report will be sent to the requestor by the District via certified mail.
- Medical reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney's Office and the Fire Chief.

B. Parent or Legal Guardian of Minor Patient

- Minor is a person under 18 years of age or has been granted adult status under Nevada Revised Statute.
- The form can be obtained in person at the Washoe County Complex, Office of the County Manager, Sierra Fire Protection District, 1001 E Ninth Street Reno NV, 89512. The form can also be downloaded from the Sierra Fire Protection District website at <http://www.washoecounty.us/sierrafire>.
- If the reports are picked up in person, the parent or guardian must present his/her valid photo identification and an official birth certificate of the minor patient.
- If the report is to be mailed, the original notarized SFPD medical release form is required and the notarized form must be mailed via certified mail.

- The parent or guardian must submit a copy with his/her valid photo identification and a copy of the official birth certificate of the minor patient
- The report will be sent to the requestor via certified mail from the District.
- Medical reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney's Office and the Fire Chief.

C. Attorney or Insurance Company

- Original notarized SFPD medical release form is required if someone other than the patient or parent/guardian of the minor patient is requesting the report.
- If the Parent is unable to sign a medical release form, the requestor must have a subpoena in order for the report to be released.
- The report can be mailed to the requestor upon receipt of proper documentation via certified mail.
- Medical reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney's Office and the Fire Chief.

D. Deceased Individual

- A report for a deceased individual may be released to the representative of the estate upon presentation of an original death certificate in conjunction with a court order showing the appointment of the personal representative.
- The report can be mailed to the requestor upon receipt of proper documentation via certified mail.
- Medical reports that are related to an anticipated or pending criminal case shall not be released without the approval of the Washoe County District Attorney's Office and the Fire Chief.

Rules:

All requests shall be made in writing using the appropriate SFPD incident report request form(s). Completed request forms shall be submitted to the Washoe County Complex, Office of the County Manager, Sierra Fire Protection District, 1001 E Ninth Street Reno NV, 89512. Request forms can be picked up in person or downloaded from the Sierra Fire Protection District website at <http://www.washoecounty.us/sierrafire>. Reports can

only be obtained by the requestor if the steps in the fire report, fire investigation report, or medical report sections listed above have been completed.

REQUEST FOR INCIDENT REPORT AT A FIRE STATION

If a request for an incident report occurs at a fire station, the station personnel shall direct the individual making the request to the District office by providing the following information.

Address: Office of the County Manager
Sierra Fire Protection District
1001 East Ninth Street
Reno NV, 89512
Phone (775) 849-1108
Fax (775) 328-2709

The requestor shall be advised of the following: Request forms can be picked up in person or downloaded from the Sierra Fire Protection District website at <http://www.washoecounty.us/sierrafire>.

REQUEST FOR INCIDENT REPORT AT THE DISTRICT OFFICE.

District staff shall provide the individual making the request the following information: The appropriate forms to fill either hardcopy or forms located on the Sierra Fire Protection District website, a copy of the requirements that shall be met for the incident report to be released. The information sheet shall include the information in the description page of this policy.

Once an incident request form is completed and submitted, it shall be sent to the on-duty Battalion Chief. The on duty Battalion Chief shall review the Fire/EMS report and ensure that the correct information is prepared for release using the procedures listed in the description section of this policy. Once compiled the Battalion Chief shall inform the Fire Chief of the request. The Fire Chief shall consult with the Washoe County District Attorneys' prior to the release of any information.

Once completed the District's administrative staff will contact the requester and schedule a pick up time or procedure for sending the information. The administrative staff will ensure a valid photo ID is presented, and/or a notarized SFPD medical release form, and/or subpoena, and/or court order is presented prior to the release of any information.