

Operating Guidelines

Section: Human Resources

Subject: Release of Information

Policy #: 315

Date Issued: March 12, 2016

Date Revised: October 3, 2017

Purpose

To establish a policy and procedure to ensure the release of accurate information to various agencies in accordance with the Provincial Freedom of Information Legislation.

Scope

This procedure shall apply to all members of Parry Sound Fire Department.

Procedure

315.1

At the scene of an emergency, no personnel shall release any information in regards to fire department operations to any external person or agency. Any requests or inquiries shall be directed to the Fire Chief, the Town of Parry Sound Public Information Officer or the Officer in charge.

315.2

Any fire personnel who is contacted by an external person or agency requesting any information in regards to emergency calls or internal fire department operations shall direct the inquiry to the Fire Chief, the Town of Parry Sound Public Information Officer or the Officer in charge.

315.3

No fire personnel shall release any information documents or copies of documents regarding any facet of the fire department to any external person or agency.

315.4

Written communications in response to information requests will only be provided through the office of the Fire Chief.