

Buechel Fire Protection District

Chief's Directives

CD-0004

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Title: Release of Information

Approval Date – 7-25-1994

Section	Instruction
1.	Per KRS-Chapter 61.878 - Right of inspection on order of the Court. The following public records are excluded from the application of KRS-61.870 to 61.884 and shall be subject to inspection upon order of a court of competent jurisdiction.
2.	Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
3.	The release of personal information to any non-fire district members is strictly prohibited. This includes name, address, telephone number and information contained in the "Emergency Medical Form". Chief Officer's may release this information if deemed necessary.
4.	If any non-fire district individual is in need of the above referenced information, take the name and telephone number of the person requesting this information and pass it on to the fire district member to contact this person.
INCIDENT REPORT	
5.	Written request's, for a copy or copies of an incident reports may be obtained after (3) three working days of said incident from the Chief or fire district Secretary.
6.	A signed letter of request must include the following information; date and address of incident, name or company requesting, their address, City, State and Zip Code.
7.	When a copy or copies of an incident report is requested through the postal service, a self-addressed stamped envelope must accompany the request.
8.	Currently there is no charge for a copy or copies of an incident reports.