SCOPE

This policy clarifies the Fresno Fire Department’s (FFD or Department) requirements for the issuance of public records including fire incident and investigative reports.

PURPOSE

This policy has been established to provide direction for obtaining a public record including a fire incident report or fire investigative report.

BACKGROUND

The Department receives requests for various public records which include notices of violations, hazmat permits, inspection records, various Department documents and three (3) types of fire reports.

A summary of the types of fire reports are as follows:

1. **Fire Incident Summary Report:** This report is a one (1) page summary with the basic information regarding the date, time, and location of a fire. This report is available at the time of request.

2. **Fire Incident Report:** This report contains basic information regarding the date, time, and location of a fire with a short narrative regarding the incident.

3. **Fire Investigative Report:** This is a full investigation report that identifies the cause and origin of a fire, including photographs. The report is provided in hard copy form with photographs via CD/DVD.

REQUIREMENTS

All requests are processed through the Fire Records Custodian/Designated Staff and the City Attorney’s office.
PROCEDURES

To request a public document (including fire reports), it is suggested that a FPD-F-39 form be submitted, although it is not required. This form is available to the public as follows:

1. A hard copy form may be obtained, completed and/or submitted at Fresno Fire Department Headquarters, Fire Prevention Division, located at 911 H Street, Fresno CA 93721.

2. An email request may be submitted through the Department’s dedicated email at Firerecords.custodian@fresno.gov .

FEE AND PAYMENT FOR A PUBLIC RECORD

1. Public Documents (i.e., Inspection Reports, Hazmat Permits, Fire Incident Reports, Investigative Reports, etc.): Hard copies of records may be charged a reproduction fee of $.05 cents per page. In addition, photographs may be charged a higher reproduction fee as required.

2. Payments: The following methods of over-the-counter payment are accepted:

   a. **Cash**
      - Cash payments shall be received by support staff and receipts will be provided.
      - Payment information shall be noted on the request form.

   b. **Check or money order** (made payable to the City of Fresno)
      - Payments shall be received by support staff and receipts will be provided.
      - Payments submitted via U.S. Mail shall be received by the Fire Records Custodian and receipts will be provided.
      - Payment information will be noted on the request form.

   c. **Credit Card**
      - All credit card payments shall be received by support staff and two (2) receipts are generated by the Heartland Payment System (one (1) to customer, one (1) attached to file).
      - Payment information will be noted on the request form.
      - **Note:** Credit card payments are subject to a 2.3% convenience fee

3. **Payment shall be mailed to:** Fresno Fire Department, Attn: Fire Records Custodian, 911 H Street, Fresno CA 93721.