



## FIRE PREVENTION MANUAL

### ADMINISTRATIVE REQUIREMENTS

#### 401.014 REQUEST OF PUBLIC RECORDS INCLUDING FIRE INCIDENT AND INVESTIGATIVE REPORTS

EFFECTIVE: FEBRUARY 2017

### 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](mailto: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.