

ENDWELL FIRE DISTRICT

CONFIDENTIALITY POLICY	
Number: 2024-35	Adopted: January 10, 2024

Rescinds: None

The Endwell Fire District is committed to protecting the privacy of its residents and personnel. Therefore, firefighters should use discretion when speaking about any fire department incidents. Inquiries from the press should be referred to chief officers.

In particular, the following information shall be considered strictly confidential and shall not be disseminated to the public or media:

1. Information on a rip-n-run printout. These printouts often contain information of a sensitive nature, and this shall not be discussed with anyone. At station #1, one (1) printout shall be saved for department files; printouts at stations 2 & 3 or extra station #1 printouts should be destroyed, preferably by shredding.
2. Any information that is gained while in the course of responding to calls at a business or residence.
3. Any information regarding the cause of a fire under investigation, particularly if arson is suspected.
4. We often assist police agencies—with any information regarding our assistance to the police or any aspects of the police investigation.
5. All medical information ascertained while engaged in fire department activities.
6. All information on members, including names, addresses, phone numbers, health information, employment, driving records, or any other personnel information, is strictly confidential. Rosters are posted at stations for members' information only, and information contained in these should not be given out to the media or the public.
7. The contents of any memos or other department documents are marked as Confidential.

Breach of this confidentiality statement shall be grounds for disciplinary action, including suspension or dismissal from the fire company/fire department.

This policy was adopted on January 10, 2024, and supersedes any previous reversion of this policy.

By order of the Board of Fire Commissioners, Endwell Fire District.

Reviewed and Adopted: January 10, 2024
No revisions
Adopted: July 21, 2021
No revisions
Reviewed: Confidentiality Policy 2002-02
Adopted: July 16, 2002