

SPOKANE COUNTY FIRE DISTRICT 8 – STANDARD OPERATING PROCEDURES

ACCESS TO PUBLIC RECORDS	10.09
	Ref. Policy: P 10.09 Developed: 10/95 Changes:08/96,03/00 Approved: _____ Date: __/__/__ Page 1 of 4

Public records of Spokane County Fire Protection District No. 8 include any writing containing information relating to the conduct or performance of any governmental function prepared, owned, used, or retained by the District except the following:

- A. Personnel records of all full paid, part time, or volunteer personnel, the disclosure of which would constitute a violation of the right to privacy.
- B. Investigative records which are being compiled by the District during the investigation of any suspected arson fire, until such time as the investigation has been completed; provided, however, in the event the investigative record has been referred to a law enforcement agency then the determination of whether to disclose such record shall be made by such law enforcement agency.

PUBLIC RECORDS AVAILABILITY

All public records of the District as defined above are available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.260.

LOCATION OF RECORDS

The public records of the District shall be maintained at a District designated location and shall place the District Secretary as the designated employee in charge of the records who shall be responsible for the implementation of these rules.

HOURS FOR INSPECTION AND COPYING

Public records shall be available for inspection and copying during the normal office hours of the District, which are from 8:00 AM to 4:00 PM, Monday through Friday, excluding legal holidays.

REQUESTS FOR PUBLIC RECORDS

In accordance with the provisions of RCW 42.17.260, public records may be inspected or copied, or copies obtained by members of the public as follows:

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- A. Requests shall be made in writing to the Fire Chief, and shall include the following information:
1. The name and address of the person requesting the record.
 2. The time of day and calendar date on which the request was made.
 3. The nature of the request.
 4. If the matter requested is referenced in a current index maintained by the District, a reference to the requested record as it is described in such index.
 5. If the matter requested is not identifiable by reference to an index, an appropriate description of the record requested.
- B. In all cases in which a member of the public is making a request, it shall be the obligation of the Fire Chief or his/her designate to assist the member of the public in appropriately identifying the public record requested.
- C. The request will be documented by using FORM 10.09.

FEES

No fees shall be charged for the inspection of public records.

The District shall have a schedule of fees for providing copies of public records. The fee schedule shall cover the complete cost of providing copies, including both direct and indirect expense. The fee schedule shall be established by the Fire Chief, and shall be considered a part of this procedure.

EXEMPTION FROM PUBLIC INSPECTION

- A. The District reserves the right to determine that a record is exempt from public inspection under RCW 42.17.310.
- B. In accordance with RCW 42.17.260, the District reserves the right to delete identifying details when it makes available any public record in any case where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by RCW 42.17.310. Such deletion of information shall be fully justified in writing.
- C. All denials of requests for public records shall be accompanied by a written statement specifying the reason for denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

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REVIEW OF DENIALS

- A. Any person who objects to the denial of a request for a public record may petition for a prompt review of such decision by submitting a written request for review.
- B. Upon receipt of a written request for review of a decision denying inspection of a public record, the Fire Chief shall refer it to the Chairman of the Board of Commissioners of the District. The Chairman shall immediately consider the matter and either affirm or reverse the denial or call a special meeting of the Board of Commissioners as soon as legally possible to review the denial. The final decision shall be rendered to the petitioner as soon as reasonably possible.
- C. Administrative remedies shall not be considered exhausted until the District has returned the request with the decision or until a period of seven (7) days has elapsed since the submission of the request.

SCHEDULE OF FEES

The District shall prepare an invoice that reflects the applicable fees included in R.C.W. 42.17.260, 42.17.270, or any other R.C.W. or revision that may apply.

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FORM 10.09
Spokane County Fire Protection District 8
Request for Copy of Public Record

The following individual or company has requested information from Spokane County Fire District 8 per RCW 42.17.260 and S.O.P 10.09. A copy of the correspondence is attached.

Requesting Party: _____ **Date Requested:** ____/____/____

Information Requested:

Date Supplied: ____/____/____ **or** **Date Denied:** ____/____/____

Verified or Acknowledged by: (801) _____

Invoice for Fees: Yes ____ (Attached) **or** No ____ (801 Waived) _____

Comments: