



COALINGA FIRE DEPARTMENT

GREG DUPUIS, FIRE CHIEF

300 W. Elm Ave • Coalinga, CA 93210 • Phone (559) 935-1652 • Fax (559) 935-1638

| CITY OF COALINGA FIRE DEPARTMENT | | |
|----------------------------------|---|-------------------------------|
| FIRE PREVENTION STANDARD | | |
| STANDARD TITLE: | 401.014 REQUEST OF PUBLIC RECORDS INCLUDING FIRE INCIDENT AND INVESTIGATIVE REPORTS | |
| STANDARD NUMBER: 401.014 | EFFECTIVE DATE: 1 October 2022 | REVISION DATE: 1 October 2022 |

PURPOSE

This policy provides direction for obtaining public records including a fire incident report or fire investigative report.

APPLICATION

This policy clarifies the Coalinga Fire Department's (CFD or Department) requirements for the issuance of public records including, but not limited to, fire incident and investigative reports.

OPERATIONAL POLICY

All requests are processed through Fire Administration/Designated Staff and the City Attorney's Office "within 10 days from receipt of the request," per the *California Government Code* § 6250 et seq.

OPERATIONAL GUIDELINE

The Department receives requests for various public records which include: notices of violations, hazmat permits, inspection records, fire incident summary reports, fire incident reports and fire investigative reports.

PROCESS

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:



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1. A hard copy form may be obtained, completed and/or submitted at Coalinga Fire Department Headquarters, Fire Prevention Division, located at 300 W. Elm Ave, Coalinga CA 93210.
2. An email request may be submitted to the Fire Marshal at ebeasley@coalinga.com

INFORMATION

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DEFINITIONS

- x 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.

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

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

CROSS REFERENCES

California Government Code § 6250 et seq.