

**CONSOLIDATED FIRE AGENCIES OF THE GREATER INLAND EMPIRE
MANUAL OF ADMINISTRATIVE COMMITTEE POLICIES**

POLICY: **3.001**

TITLE: **Public Access to CONFIRE Records**

ADOPTED: [_____]

REVISED: [_____]

Introduction

The Administrative Committee recognizes the right of citizens to access public records of CONFIRE pursuant to provisions of the California Public Records Act and other state or federal laws. The Director, or his/her designee, is directed to permit access to the public records of CONFIRE, excepting those records that the law permits CONFIRE to withhold from public disclosure.

Member Agency and Contracting Agency Records

CONFIRE is a joint powers authority that provides dispatch, communications support, and other assistance (“Assistance”) to various entities including its Member Agencies and Contracting Agencies. CONFIRE and its personnel act as the agent of each Member Agency and Contracting Agency receiving Assistance.

~~Records produced by CONFIRE and its personnel when acting as agent for a Member Agency or Contracting Agency are prepared, owned, used, or retained by the assisted Member Agency or Contracting Agency, and not by CONFIRE. Except as required by law, such records shall not be disclosed to members of the public without the prior consent of the affected Member Agency (or affected Contracting Agency or Agencies) that owns the records. This specifically includes, but is not limited to, CONFIRE performance data.~~

The Administrative Committee directs the Director, or his/her designee, to forward a copy of any request for records ~~prepared, owned, used, or retained by a Member Agency or Contracting Agency~~ to ~~that~~ the appropriate Member Agency or Contracting Agency for ~~processing~~ comment to CONFIRE or to provide an opportunity to the Member Agency or Contracting Agency to seek a Court Order preventing disclosure, and to tender notice of this action to the requestor.