



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to outline the criteria for maintaining the confidentiality of certain proposed projects.

POLICY

It is the responsibility of all personnel in the Fire, Building & Safety Division to adhere to strict rules of confidentiality of certain proposed projects. There are times in which responsible parties, i.e., architects, engineers, owners and lawyers, etc. will request that the confidentiality of projects be maintained for a time period until such information regarding a project can be released. Personnel from the Fire, Building & Safety Division may be part of or attend pre-design meetings in which projects will be discussed and preliminary plans will be viewed. Due to the sensitive nature of public knowledge, it is important that a level of trust be established and maintained until the responsible parties deem it no longer necessary for the proposed project to remain confident, therefore allowing for the release of information.

Approved

Fire Chief