

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **MEDIA REQUEST GUIDELINES**

**MP106.09      08/07-N**

#### **PURPOSE**

The purpose of this procedure is to establish guidelines for processing requests for Phoenix Fire Department audio and visual media, including written material such as policies, procedures, reports, and training programs.

All requests must be reviewed and approved by the Assistant Fire Chief responsible for the Public Affairs Section. Requests must be submitted on form # 95-102, Media/ Information Request Form.

#### **EMPLOYEE REQUESTS**

Requests from City employees for all types of media prepared by the Phoenix Fire Department shall be reviewed and approved by the Assistant Fire Chief responsible for the Public Affairs Section prior to release. All requests shall be submitted on Media/Information Request Form # 95-102.

Requesting employee must provide specific information about where and for what purpose the media will be used.

Material used for non-commercial purposes on approved city business time shall be provided at no charge to the requesting employee.

Material used for commercial purposes that may directly or indirectly result in personal gain to the requesting employee or the employee's associates must be approved by the Assistant Fire Chief. If granted, approval shall be limited to the specific use listed on the Media/ Information Request Form, and shall not pose conflict of interest issues for the employee and/or the City. All costs associated with producing and copying the material shall be paid by the requesting employee.

#### **OUTSIDE REQUESTS**

Requests for media/information from persons/organizations not affiliated with the City shall be made on the Media/Information Request Form # 95-102.

The Assistant Fire Chief responsible for the Public Affairs Section may approve the request with the following stipulations:

- The material will not violate privacy issues of any individual or organization.

- The material is deemed appropriate for the specific use requested.
- The material is used only for the purpose stated on the Media/Information Request Form.
- The full cost of providing the Media/Information is paid by the requesting party.

NOTE: Requests from participants in the Phoenix Regional Automatic/Mutual Aid System for media used as documentation of incidents occurring in their respective jurisdictions, or solely for training purposes, can be exempted from these stipulations with the approval of the Fire Chief.

### **REPRODUCTION OF MEDIA**

Audio or visual media produced on CDs, DVDs, audio and videotapes, and television programming is the property of the City of Phoenix Fire Department and may not be reproduced without the express written consent of the City of Phoenix.

### **REQUEST LOG**

The Public Affairs Section shall maintain a record of all media requests.

