

## FIRE DEPARTMENT PUBLIC ACCESS AND FILMING POLICY

**EXECUTIVE POLICY NUMBER: 2506-01** 

**EFFECTIVE DATE: JUNE 11, 2025** 

#### **Purpose**

This policy establishes clear guidelines for public access to fire department facilities and for activities such as filming or recording inside those facilities. It is intended to protect the safety, privacy, and operational readiness of department personnel and the public.

### Scope

This policy applies to all fire department buildings and grounds, including stations, administrative offices, and training areas.

#### 1. Public Access

- Fire stations are not open public spaces, but we welcome the public for scheduled visits, tours, or department business.
- Authorized public areas (e.g., front entrance or lobby, public restroom, meeting room) may be open at the discretion of the on-duty officer.
- Members of the public may not enter any other area without explicit permission from a department representative.

#### 2. Filming, Photography, and Recording

- Filming or recording inside any fire department facility is not permitted without prior approval from the Fire Chief or their designee.
- Individuals or media outlets wishing to film must submit a Filming Request Form at least 48 hours in advance, unless it is a breaking news event involving department activity.
- Filming requests will be evaluated based on safety, privacy, and operational concerns.

#### 3. Restricted Areas

The following areas are always restricted to unauthorized personnel and may not be recorded or photographed without prior consent from the chief or designee:

- Apparatus bays (unless during public tours)
- Crew quarters, bunk rooms, bathrooms
- · Locker rooms and personal storage spaces

#### 4. Behavior Expectations

- All visitors must comply with directions from department personnel.
- Disruptive behavior, including aggressive questioning, interfering with operations, or refusing to leave restricted areas, is not permitted.
- Anyone who refuses to follow staff instructions may be asked to leave. If necessary, law enforcement may be contacted to enforce trespassing laws.

# 5. Viewpoint Neutrality

Restrictions on filming or access will be enforced consistently and fairly, regardless of the visitor's views, affiliation, or reason for visiting.

## 6. Emergencies

During emergency operations or high-call volume periods, all public access may be temporarily suspended to ensure firefighter and public safety.

### **Questions or Requests**

All requests for public access, tours, or filming should be directed to:

