

August 21, 2018

# LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS  
FIRE CHIEF

August 16, 2018

BOARD OF FIRE COMMISSIONERS  
FILE NO. 18-088

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: DEPARTMENT POLICY FOR ACCESS TO DEPARTMENT FILES BY  
THE OFFICE OF THE INDEPENDENT ASSESSOR

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

## SUMMARY

The Department continues to work closely with the Office of the Independent Assessor (OIA) to provide requested materials necessary for the completion of audits and reports. The Department has recognized that there is a policy gap as it pertains to the manner in which it releases confidential documents, files and materials to the OIA. To establish a clear and consistent policy statement for the release of requested confidential documents, files and other materials, the Department respectfully recommends that the Board of Fire Commissioners adopt the following policy.

Upon request by the OIA, the Department will provide unfettered access to all disciplinary files, including all documents related to disciplinary investigative reports and the Complaint Tracking System/Disciplinary Tracking System (CTS/DTS). Upon request by the OIA, the Department will continue to provide to the OIA with access to redacted copies of Personnel files that are unrelated to disciplinary actions.

## RECOMMENDATIONS

That the Board:

That the Board approve the recommended policy.

Board report prepared by Deputy Chief Graham Everett, Chief of Staff.