

RESOLUTION NO. 03 - 18

**RESOLUTION ADOPTING POLICIES AND PROCEDURES FOR
DISCLOSURE OF 911 RECORDS BY
WORCESTER COUNTY EMERGENCY SERVICES DEPARTMENT**

WHEREAS, Title 10 (Governmental Procedures), Subtitle 6 (Records), of the State Government Article of the Annotated Code of Maryland, as from time to time amended, provides that records maintained by 911 centers are public records and subject to disclosure in certain instances; and

WHEREAS, Pursuant to Section 10-613 (Inspection of public records) of the State Government Article, as from time to time amended, the following rules and regulations are adopted but shall be subordinate and supplemental to Subtitle 6 of Title 10 of the State Government Article, as from time to time amended.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following policies and procedures for disclosure of 911 records are hereby established for the Worcester County Emergency Services Department (hereafter "the Department"):

1. Requests for public records shall be in accordance with the Maryland Public Information Act and must be submitted in writing to the Director of the Worcester County Emergency Services Department (hereafter "the Director"). The request must specify the date, address and approximate time of the incident for which information is requested. A minimum of a ten (10) day turnaround will be allowed for research of the records.
2. A fee of Twenty-Five Dollars (\$25.00) will be charged for production of any records, including taped records, leaving the custody of the Department. An additional fee of Twenty-Five Dollars (\$25.00) will be charged for each incident requested to be researched. This fee should accompany the initial request for research; if not, it will be required before any production of records leave the custody of the Department.
3. An affidavit (Certification Document) will accompany the records/tape indicating that the record/tape is a true and correct copy; that the record/tape was made in the regular course of business; that the record/tape was made simultaneously with receipt of the call; and that it is the practice of the 911 Center to make such recordings and documents.
4. With regard to fire and rescue calls, the documents and records disclosed will indicate the identity of the station dispatched to the incident, the officer in charge of the incident, the location of the incident, and the time recorded pursuant to standard operating procedure, such as the time the call was received, time equipment was dispatched, time arrived on the scene, time departed the scene, time arrived at destination, and time cleared for other calls.
5. With regard to ambulance calls or requests for medical assistance, documents or tapes containing medical information **WILL NOT** be released without a written court order (a subpoena will not be considered a Court Order) or a written and signed authorization of the injured party.

6. With regard to police assistance calls, documents or tapes may not be disclosed to any individuals other than the investigating law enforcement agency and/or the appropriate State's Attorney, pending review to determine whether or not disclosure would be inappropriate in light of Section 10-618 (Permissible denials) of the State Government Article of the Annotated Code of Maryland, as from time to time amended.
7. With regard to the release of tapes/information to the media, the media will follow all policies set forth in paragraphs 1 through 3 above. Once these steps have been followed, the following will occur:
 - A. The request will be reviewed by the County Attorney.
 - B. The Attorney will confer with the appropriate State's Attorney or investigating officer to determine if any release will interfere with any on-going investigation.
 - C. The Attorney will advise the Director.
8. No one will be permitted to enter the 911 Dispatch Center area to obtain a record.
9. These rules may be waived or adjusted by the Director for good cause shown.
10. The provisions of these rules and regulations shall be subordinate and supplemental to Subtitle 6 of Title 10 of the State Government Article, as from time to time amended.


AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

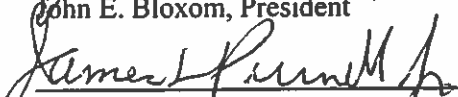
PASSED AND ADOPTED this 3rd day of June, 2003.


ATTEST:



 Gerald T. Mason
 Chief Administrative Officer


WORCESTER COUNTY COMMISSIONERS



 John E. Bloxom, President

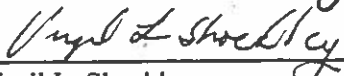

 James L. Purnell, Jr., Vice President


 Judith O. Boggs


 Thomas A. Cetola


 James C. Church


 Louise L. Gulyas


 Virgil L. Shockley

Your Name

Your mailing address

Date

Custodian of Records
Worcester County Emergency Services
1 W. Market St., Room 1002
Snow Hill, Maryland 21863

Re: Freedom of Information Act Request

Dear Sir,

Pursuant to the rights granted under the Freedom of Information Act, Title 5 of the United States Code Section 552 ("FOIA"), I hereby request the following information:

[Insert a description of the item or items that you are requesting. Be as specific as possible, providing names, dates, titles, subjects, etc. The more specific you are, the more likely that your request will be handled promptly and correctly.]

I agree to pay processing fees for this request up to \$50. ***[Under the statute, if you make a request, you are considered to have agreed to pay all applicable fees to process your request. You can agree to pay more or you can seek a waiver of fees.]***

If you need additional information to locate the requested items, please do not hesitate to contact me at the above address ***[Option: you may also include your phone number]***. Also, I ask that if for any reason you deny my request or withhold certain information, that you i) provide a list of the denied or withheld materials, ii) Justify these deletions and withholdings by referencing specific exemption in the FOIA, and iii) release all parts of the withheld material that are not exempt and can be released under the FOIA.

Thank you for your prompt attention to this request.

Respectfully yours,

Your name

[Request Letter 1]

Your Name
Your mailing address

Insert Date

FOIA Officer
Insert Address
of the Agency or Bureau

RE: FREEDOM OF INFORMATION ACT REQUEST

Dear Sir or Madam:

Pursuant to the rights granted under the Freedom of Information Act, Title 5 of the United State Code section 552 ("FOIA"), I hereby request the following information:

[Insert a description of the item or items that you are requesting. Be as specific as possible, providing names, dates, titles, subjects, etc. The more specific you are, the more likely that you request will be handled promptly and correctly. If you want court case records, you will need to provide the title of the case.]

I agree to pay processing fees for this request up to \$_____ *[Under the statute, if you make a request, you are considered to have agreed to pay all applicable fees to process your request up to \$25.00. You can agree to pay more or you can seek a waiver of fees.]*

If you need additional information to locate the requested items, please do not hesitate to contact me at the above address *[Option: you can also include your phone number]*. Also, I ask that if for any reason you deny my request or withhold certain information, that you i) provide a list of the denied or withheld materials, ii) justify these deletions and withholdings by referencing specific exemption in the FOIA, and iii) release all parts of the withheld material that are not exempt and can be released under the FOIA.

Thank you for your prompt attention to this request.

Respectfully Yours,

Your Name