

**MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
FIRE/EMS COMMITTEE**

STATEMENTS AND DEPOSITIONS

I. SCOPE

This pertains to the release of oral and/or written statements by all organizational personnel.

II. PURPOSE

To regulate the release of information through oral and written statements by department personnel. The intent of this procedure is not to eliminate access to information by persons having a legitimate need, but to provide a mechanism by which an organization can regulate the release of information.

III. PROCEDURE

The release of information shall be monitored by the executive head of the organization or his designee. All requests to receive written statements or to speak with department personnel without the benefit of a court order shall be submitted in writing to the executive head of the department. Request shall include:

- A. Name of person(s) or organization requesting information.
- B. The information being sought.
- C. Reason for seeking information to be requested.
- D. Is legal action being sought or contemplated against the organization or municipality?

All supporting reports, i.e., standard reports and/or forms, along with any other documentation may be released upon written request in accordance with the Freedom of Information Act. All requests shall be reviewed by the executive head of the department. Should the executive head feel that the organization may be subject to litigation and/or implicated in litigation, the executive head shall contact Michigan Municipal Risk Management Authority regarding a request for release of information. The organization shall complete the supervisor's claim/incident report form and forward same with all supporting documentation including the request for information. Michigan Municipal Risk Management Authority Legal Counsel shall review each case and advise the organization if legal counsel is required.

The time and place for meetings between person(s) and department personnel shall be mutually convenient to the organization, the employee, and the legal counsel from Michigan Municipal Risk Management Authority. No personnel shall be allowed to speak without the Michigan Municipal Risk Management Authority Legal Counsel or the executive head of the department present.

All oral statements shall be documented through recording or notes. All documentation shall be made available to Michigan Municipal Risk Management Authority upon request. Personnel shall be advised to restrict comments to the facts as they pertain to the case under examination. Personnel who feel that they require personal legal counsel may do so at their own expense and shall advise the executive head of the department of such intent.