

**GLASGOW FIRE DEPARTMENT**  
**Standard Operating Guideline**

<b>GUIDELINE: OFFICIAL CONTACTS WITH OTHER AGENCIES</b>			<b>SECTION: 109</b>
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**POLICY**

1. Official contacts with adjacent fire departments or any other agency or organization regarding business shall be made through the Fire Chief's office. This will also be at the sole discretion of the Fire Chief or his/her designee.
2. The official business of the Fire Department shall be conducted in a professional basis commensurate with the quality of this department.

**NEWS RELEASES TO THE PRESS**

1. No member, except the Fire Chief or the Ranking Officer on duty, shall release any information to the news media without the Fire Chief's consent.
2. Before releasing names of persons injured or deceased due to an incident, make sure next of kin has been notified. Notifications are usually handled by police and/or hospitals. **DO NOT USE THE NAMES OF THE DECEASED OR INJURED OVER THE RADIO.**