

RULES AND LAWS RELATING TO THE NYS OFPC ONLINE INFORMATION MANAGEMENT SYSTEM

NYS Office of Fire Prevention and Control
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The New York State Office of Fire Prevention and Control (OFPC) maintains Fire Incident and Burn Injury records for all of New York State. Professionals with Fire Prevention and Investigatory responsibility may be granted specific access to this data as is appropriate and necessary for the completion of said duties. Access is restricted according to the NYS Personal Privacy Protection Law, Article 6-A of the Public Officers Law as summarized in this document. All requests for access must be submitted in writing using the attached official application. All required information must be provided in order to process this application. Final access levels will be determined by NYS OFPC based on statutory need as documented with your application. NYS OFPC reserves the right to grant or deny access to data for the purpose of protecting the rights and privacy of all individuals.

An excerpt from the NYS Personal Privacy Protection Law, Article 6-A of the Public Officers Law States:

- (1) No agency may disclose any record or personal information unless such disclosure is:
...
 - (b) to those officers and employees of, and to those who contract with, the agency that maintains the record if such disclosure is necessary to the performance of their official duties pursuant to a purpose of the agency required to be accomplished by statute or executive order or necessary to operate a program specifically authorized by law.

COMPLETING THE ACCESS APPLICATION

Please complete the access application with black or blue ink, printing with standard block letters. Items in Bold are required in order to process your application. Please indicate the information subsystems you require access to, and at what level. Final determination of access levels are at the discretion of NYS OFPC, and will be based on need as documented in your application. Security access information will be used for identity confirmation only, and will remain private. You must select one duty position from the list of authorized duty positions listed. If your duty position is not listed, contact the NYS Office of Fire Prevention and Control for further information. If your duty position is Fire Marshal, Law Enforcement or Fire Investigation, you must identify your statutory authority in the space provided. Please identify the section of law that authorizes you to perform law enforcement activities (eg. NYS General Municipal Law, County Law, City, Town, Village, etc.). Be specific. Identify if you are one of the following:

- Sworn Police Officer - include jurisdiction
- Sworn Peace Officer - include jurisdiction and cite specific responsibilities / duties that require access.
- Deputized law enforcement - Specifically for conducting fire / arson investigation activities.
- Special investigator - Agency / Jurisdiction
- Other - Please give as much information and supporting documents that support your claim to an exemption to the NYS Personal Privacy Protection law as stated above.

*Law Enforcement applicants and Fire Department personnel other than Fire Chief must have their application countersigned by an appropriate supervising body (eg. Fire fighters should be countersigned by your Fire Chief).

RULES GOVERNING ONLINE ACCESS ACCOUNTS

In order to provide optimal usability the online Fire incident and Burn Injury information application has been written to leverage the strengths inherent in the Internet Explorer Browser. In order to access this application, you must use Internet Explorer 5.5 or newer, and have framing and javascript enabled. This application will not work without this minimum configuration. Accounts are granted subject to the following:

- In order to ensure current access information, all accounts must be renewed annually in writing.
- The user must change their password when they first log on, and every three months or be denied access.
- Passwords must be a minimum of eight(8) characters long, and must include at least one letter and one number or symbol.
- Sessions may time out after 20 minutes of inactivity, requiring the user to log back in with Username and Password.
- Accounts will be locked after three invalid login attempts.
- The user must log into the database at minimum once every 90 days or their account will be locked.
- Accounts may be disabled for security or maintenance reasons at any time at the discretion of OFPC Staff
- If an account is locked, contact the Office of Fire Prevention and Control at (518) 474-6746. The user will be required to confirm their identity using the security questions provided on their application.
- The user will be required to provide the security information they submitted with their application for all access to their user accounts, including changing passwords, as well as user information.