

City of Winder Personnel Policy Manual

Title: Media Inquires/ Open Records

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Policy: 013



Mayor
City Administrator

13.10 Purpose

The City of Winder is committed to providing timely, accurate and consistent information to the media by building and maintaining positive relationships with representatives of the local and national print, broadcast and web-based media. To achieve these goals, and to comply with laws regarding data privacy and government records, the following procedures have been adopted.

13.11 Interacting with the Media

- A. All media requests shall be directed to the City Clerk and copied to the City Administrator. The City Clerk or designee shall ensure that the correct person responds to the request within a reasonable period of time or as directed by the law.
- B. No employee is permitted to speak to the media or make official statements without first notifying the Mayor, City Administrator, or City Clerk. The Police Chief, the Fire Chief or designee are authorized to make statements to the media in the area of public safety.
- C. It is not the intent of this policy to limit city employees from talking to the media. However, any city employee who communicates with the media or public on matters of public interest or public controversy should preface such communication with a statement indicating that he/she is speaking in an individual capacity only and NOT on behalf of the City or any City Department. Employees providing inaccurate, false, slanderous, or misleading information or information deemed to be confidential shall be subject to disciplinary measures.

13.12 Open Records

All open records requests shall be forward to the City Clerk the same day that it is received. Upon receipt of the request the City Clerk or designee shall assign the request to the appropriate personnel and determine any fees associated with the request.