



## **OMF POLICY: Communications**

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### **2.01 Media Communications**

All OMF employees will comply with their respective bureau, division or work unit policies regarding communication with the media. If there are no policies at a level lower than the following OMF-wide policies, employees will comply with these.

Employees will contact the OMF Business Operations Communications Team Lead as soon as possible after receiving a request for information from a member of the media. If the request is for information that has already been widely distributed or is available online, employees should respond promptly and then inform the Communications Team Lead of the request and how it was handled. Examples of this type of request are a report handed out at a public meeting or information available on the City's website.

Employees should confer with their manager and the Communications Team Lead on other requests to determine the appropriate response. The Communications Team Lead will determine and handle follow-up responses to the media regarding corrections, misquotes or misinformation. The Communications Team Lead will issue all OMF news releases.