

2.01 Media Communications

Employees will communicate with their manager, then contact the OMF Public Information Officer (PIO) 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 OMF PIO 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 OMF PIO on other requests to determine the appropriate response. The OMF PIO will determine and handle follow-up responses to the media regarding corrections, misquotes or misinformation. The OMF PIO will issue all OMF news releases.

Some OMF work units have additional procedures regarding communication with the media. Employees in these work units will comply with their work unit specific policies as well as the OMF policy.