

### **2.02 Media Communications**

#### **Media Requests**

Employees will contact the OMF Communications Team's Public Information Officer (PIO) (or designee) as soon as possible after receiving a request for information from a member of the media. If the request is for widely distributed or online information, employees should respond promptly, then inform the PIO of the request and how it was handled. Examples of this type of information 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 PIO on other requests to determine the appropriate response. The PIO will determine an appropriate response and handle follow-up responses to the media regarding corrections, misquotes, or misinformation.

#### **Media Releases**

The PIO will issue all OMF media releases. OMF bureaus, divisions, and employees must route all draft media releases to the OMF Communication Team's Strategic Communications Manager or PIO for review, approval, and distribution.