
CITY OF GREENFIELD

ISSUE DATE 1/31/00

ADMINISTRATIVE POLICIES

POLICY NO 00-1

AND PROCEDURES

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APPROVED BY City Manager

PAGE	SUBJECT:	MEDIA AND PUBLIC RELATIONS	DISTRIBUTION: ALL EMPLOYEES
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SUBSECTION 1 - PURPOSE

The purpose of this policy is to ensure that confidential information and/or documents concerning City of Greenfield business are not disclosed and to assure that information and/or documents disseminated by the City are accurate and presented in a professional manner. This policy also seeks to guarantee that requests for information from elected and appointed officials are answered in an expeditious manner.

SUBSECTION 2 - SCOPE

This policy applies to all employees and volunteers of the City of Greenfield.

SUBSECTION 3 - POLICY STATEMENT

The policy contained herein was developed under the authority of Chapter 2.04 of the Greenfield Municipal Code. The City Manager is designated as the Public Information Officer for the city and may delegate the administration of the program.

The policy outlined herein is to be adhered to by all departments when dealing with requests for information. Any employee and/or volunteer contacted by the news media on any matter concerning City business or operations shall refer such inquires directly to the City Manager or his/her designee. Furthermore, all papers, articles, speeches or presentations made by City employees as representatives of the City to non-city employees shall be submitted to the City Manager for approval prior to the time they are disseminated.

Additionally, whenever any elected or appointed official contacts a staff employee with issues concerning City operations, said employee must notify the City Manager or his/her designee in an effort to maintain departmental responsibility.

Nothing in this policy shall be deemed to abridge an employee's rights to free speech and communication as established by both the California and Federal Constitutions.