

Grand County Communications Policy
Media Relations/External Communications Policy

Objectives

1. Provide accurate, consistent and timely information to the media and public.
2. Help staff differentiate between factual information and policy/opinion.
3. Build County's reputation as being responsive to the public and the media.

Procedures

- Authorized managers from each department may provide routine, factual information to the media, and respond to specific types of media inquiries. If in doubt, or aware of pending litigation, then refer to the County Manager. Staff should refer media questions to the designated person in each department, or County Manager, or Commissioners.
- Authorized managers (listed below) may provide **basic facts** to the media.
- All managers will immediately refer all **Category I** media inquiries to the County Manager or County Commissioners. They will alert the County Manager or Board of County Commissioners of their communication.
- Elected officials (Assessor, Clerk & Recorder, Coroner, District Attorney, Sheriff, Surveyor, Treasurer) are **not** bound by this policy and may communicate about their departments or actions as they see fit.

Authorized Managers

The appointed officials or supervisors of the departments listed below may provide routine, factual information to the media.

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|-------------------------------------|---|-------------------|
| • Accounting | - | Scott Berger |
| • Community Development | - | Edward Moyer |
| • County Attorney | - | Anthony J. DiCola |
| • CSU Extension | - | Travis Hoesli |
| • EMS | - | Ray Jennings |
| • Information Systems | - | Martin Woros |
| • Juvenile Services | - | Kelly Friesen |
| • Public Health/Home Health | - | Brene Belew LaDue |
| • Road & Bridge / Natural Resources | - | Ken Haynes |
| • Social Services | - | Glen Chambers |
| • Veterans Service | - | Duane Dailey |

Category I media inquiries include the following:

- Policies of the Board of County Commissioners
- Personnel matters
- Requests for records not normally distributed (e.e., draft budget documents, draft agenda)
- Inquiries from state, national or international media
- Crisis situations that affect public safety and well-being
- Matters that may impact Grand County's reputation

In an emergency, the County Commissioners will establish central media facilities to promote sharing of accurate, timely information.

*Questions about communications and media relations?
Please contact Lurline Underbrink Curran, County Manager, 725-3101*