

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Media Contacts	
Subject: Internal Policies	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\INTERNAL POLICIES\Media Contacts.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

All requests for information from media representatives (including newspaper, television, and radio) other than simple requests for copies of previous released Board of Supervisors or Civil Service Agenda Reports will be directed to the Personnel Director or, in his/her absence, Principal Personnel Analyst or Administrative Services Officer.

The Personnel Director must clear all press information before release. Copies of all releases by this Department will also be sent to the Board of Supervisors and County Administrative Office. Copies of these releases may also be sent to department heads as appropriate.

Any requests by the media for information or clarification of previous released Board of Supervisors or Civil Service Commission agenda items must also be directed to the Personnel Director, or in his absence, the Principal Personnel Analyst or Administrative Services Officer.