Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 3.1.02

2. SUBJECT: ***Contact with the News Media***

3. POLICY: It is the Policy of Grant County Fire District 3 to provide accurate and timely response to media requests. All information provided shall be consistent with the protection of individual privacy rights, HIPAA, and also to preserve sensitive information needed for active investigations. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE

   A. The District Fire Chief or his designee shall be responsible for all official contacts with the news media during working hours, including answering all questions from the media. The District Fire Chief may designate specific employees to give out procedural, factual or historical information in particular subjects.

   B. Any person contacted by the news media shall refer the reporter to the District Fire Chief or his designee (such as designated Public Information Officer at an incident).

   C. No person shall post or display any information or photographs concerning any Fire District 3 activity or emergency on the Internet without the permission of the District Fire Chief or his designee.