

LCCS POLICY 149

Sharing Information with the Media

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Revision Dates:	6/7/1993, 1/15/1999, 1/22/2020
Revision Number:	3
Current Effective Date:	1/22/2020
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Lucas County Children Services Staff Receiving Inquiries from the Media
Responsibility:	Executive Director, Division Directors, Chief Counsel, Department Managers and Director of Communications & Public Relations
Purpose:	To ensure consistent coordinated responses to contact with the media.
Legal Cite:	O.R.C. 2151.141, 2151.421 (I), 149.43, 3107.17, 5153.17, 1347.01 et. seq. O.A.C. 5101:2-33-21

POLICY STATEMENT

All contacts with local, regional or national media will be coordinated through the Director of Communications. Lucas County Children Services' Staff will only respond to media inquiries, when directed to do so by the Executive Director or Director of Communications. A record of all media contacts will be maintained.

PROCEDURE - including required timeframes and documentation

LCCS Staff receiving any and all forms of contact from local, regional or national media will immediately refer them to the agency Director of Communications and/or the Office of the Executive Director.

Lucas County Children Services Staff should not attempt to respond to a media inquiry, even when only general information is being requested.

The Director of Communications will provide general agency information to the media.

The Director of Communications and Executive Director will determine who is best suited to respond to case specific or procedural media inquiries.

If it is determined that a specific department can best respond to the request, the Director of Communications will forward the request to the Division Director or Department Manager.

The respondent will provide the Director of Communications with feedback as to the outcome of the contact. Issues of receptivity and agreements reached will be shared.

The Director of Communications will keep a record of all media contacts and log their outcomes.

This policy will be reviewed with all staff/employees every six months.

CASE PRACTICE GUIDES

As a public agency LCCS has a responsibility to provide information to the media regarding the services that we provide. The agency will at all times be mindful of a family's right to confidentiality.

RELATED POLICIES and FORMS

LCCS Policy 150 (Confidentiality and Release of Information)

LCCS Policy 153A (Restrictions to the Use of the Agency Clearing Application)