

A M E N D E D

POLICY NO. 69

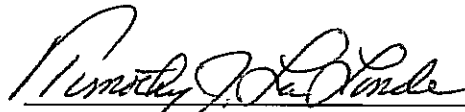
**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF ST. CLAIR**

SUBJECT: Media Policy

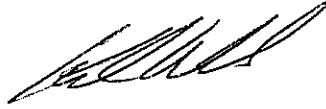
AMENDED: May 20, 2008

To ensure that the news media is given clear, consistent, accurate and complete information, the Board of St. Clair County Road Commissioners establishes the following policy for employees:

1. Only the Board of St. Clair County Road Commissioners or the Managing Director is authorized to initiate news media contacts on behalf of the St. Clair County Road commission.
2. All media inquiries, regardless of their nature, will be directed to the Managing Director or to the Director of Internal Services in the absence of the Managing Director. In the event of an extended leave of both of these individuals (i.e., vacation, sick leave, etc.) then these inquiries may be directed to the individual designated in accordance with Policy #3, Chain of Command.
 - a. Policy matters of the St. Clair County Road Commission are to be discussed with the news media only by the Managing Director.
 - b. Technical matters may be referred by the Managing Director to a Department Head.
 - c. No other employee may serve as official spokesperson for the St. Clair County Road Commission.
3. Personnel below Department Heads should refer all news media inquiries to the Managing Director.
4. All news media inquiries requesting information about specific employees or requesting copies of or to inspect documents of the St. Clair County Road Commission will be handled in accordance with the Freedom of Information Act and all other applicable laws.
5. All other contacts with the news media should be courteous and helpful.



Timothy J. LaLonde, Chairman



Kirk D. Weston, Managing Director

Adopted: 05/19/97

Amended: 08/19/97

Amended: 02/15/00