Attachment B

DRAFT

**Guidelines on the Provision of Information to**

**the Public and News Media**

**Background:** The Yolo County Community Corrections Partnership (CCP) is the governing body responsible for developing and submitting public safety implementation recommendations to the Board of Supervisors to support long-term systemic reform. The CCP is committed to a culture of transparency and openness with the public and news media and values the responsible, timely exchange of information. To that end, a CCP Public Relations sub-committee has been created to effectuate these guidelines.

**Purpose and Scope:** This document provides guidance on the provision of information submitted on behalf of or in the name of the CCP to the public and news media. These guidelines exist to assure the information disclosed by the CCP is timely, accurate, comprehensive, authoritative, and relevant. These guidelines cover information in any form provided to the public and news media on behalf of or in the name of the CCP, especially information that has the potential to generate media attention, public interest, or inquiry. Examples include, but are not limited to, interviews, press releases, media advisories, and information published on the CCP maintained website or released via social media outlets.

**Approval of Guidelines:** The CCP executive body approved this policy on February 9, 2015.

These guidelines may be modified or amended with the approval of a majority of the CCP executive body.

**Guidelines:** In many circumstances, the CCP will have news stories to share with the public. In other circumstances, a member of the public or a reporter, producer, or other member of the news media may seek information from the CCP about its programs, policies, activities, or recommendations. The CCP seeks to provide the widest practical and appropriate dissemination of information as reasonably possible, given CCP resources. To that end, the CCP will perform the following:

1. Website: On behalf of the CCP, the Probation Department will maintain up-to-date and relevant information on the CCP link of the Probation Department’s home website. This will include the posting of CCP meeting agenda and minutes, links to CCP news releases, and maintenance of the criminal justice data dashboard. Individual departments and County contractors may establish links to the same information if they so choose.
2. Dissemination of Information: As appropriate, the CCP will disseminate information concerning CCP programs, activities, policies, and recommendations.
	1. News releases: News releases will be disseminated via traditional methods, including utilization of the County Public Information Officer’s (PIO) established network of news feeds.
	2. Everbridge: The CCP will annually “push” information to the subscribers of consenting list owners. Typically, the annual “push” will consist of the CCP’s annual report accompanied by information as to how interested parties can access more CCP information on a regular basis.
	3. GovDelivery: Members of the public may voluntarily subscribe to receive email updates through a link on the CCP website. The Probation Department will administer the GovDelivery functions on behalf of the CCP.
3. Inquiries from the public or news media: The CCP Chair and Chief Probation Officer, or his designee, is the principal point of contact for general public and news media inquiries related to CCP business and activities. Except in exceptional circumstances, responses to such inquiries will be coordinated with the CCP Public Relations sub-committee to ensure consistency and thoroughness of response.
4. Facebook/twitter/YouTube/Flickr: The CCP has not elected utilize these or similar social media outlets at this time. As resources become available, the CCP may choose to augment these guidelines as appropriate.

**Approval of Information:** Information released on behalf of or in the name of the CCP shall have unanimous approval of the CCP Public Relations sub-committee or majority approval of the CCP executive body. The Public Relations sub-committee shall consist of no less than three members representing the Probation Department, the District Attorney’s Office, and the Public Defender’s Office. Membership shall not exceed 5 members, with additional members to be decided by the CCP executive body upon majority approval.

**Related Policies:** The CCP is responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes, but is not limited to, adherence to established laws and policies regarding use of county electronic resources, California Public Records Act, copyright, First Amendment, and Yolo County human resource regulations and information security policies.