

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: PUBLIC ANNOUNCEMENTS  
AND PRESS RELEASES

Date Adopted: January 1, 1976

File 1.45  
Number

### POLICY OBJECTIVE

Establish procedures for communication to the public or the City Council.

### ASSIGNED RESPONSIBILITY

City Manager and all Department Heads.

### APPLICABILITY

Applicable to all public announcements, distribution of program brochures, press releases to the public, staff communications to the City Council, Boards and Commissions.

### PROCEDURES

1. All communications from departments to the City Council will be directed through the City Manager.
2. Copies of all staff reports and agendas to commissions or boards are to be forwarded to the City Manager at the time they are distributed to the respective commissions or boards.
3. Copies of routine program announcements, press releases and other information to the public are to be sent to the City Manager at the time of release. Public announcements that are non-routine shall be reviewed by the City Manager prior to release or distribution.
4. All reports, announcements, press releases and other information pertaining to new interpretation of City Council policy will be reviewed and approved by the City Manager prior to distribution.
5. Emergency situations involving the public health, welfare, and safety; department heads may issue press release without manager review, when it is not practical or possible to review these announcements with the City Manager.
6. The Chief of Police is delegated the authority to issue independent press releases or to conduct news conferences regarding criminal investigations or prosecutions. The City Manager shall be briefed in advance about the content of the news conference or press release.
7. All press releases are to be copied to the City Clerk at the time of release.

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