

	ADMINISTRATIVE PROCEDURE MANUAL		
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	EMPLOYEE RESPONSE TO MEDIA INQUIRY	13-0202	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-13.1 College Publications	February 2, 2022		

Purpose

The purpose of this procedure is to establish the process to be followed when a College employee, other than the College President, is contacted by the news media regarding official College business.

Procedure

- A. The Chief Communications Officer is the liaison between the College and the news media.
- B. When a member of the news media requests information about the College, the Chief Communications Officer shall coordinate the response to the information requested. In response, the Chief Communications Officer may refer the request for information to the appropriate College employee, as necessary, or as designated by the College President.
- C. Employee Responsibility
 - 1. When a College employee other than the College President is contacted directly by a representative of the news media for a comment or interview on a subject, whether related to the employee's area of responsibility or not, the employee shall refer the inquiry to the Chief Communications Officer for coordination and inform his or her supervisor.
 - 2. When an employee is designated to respond to the news inquiry the employee's response shall reflect the accurate and official position of the College on the subject matter.
 - 3. The employee shall respond in a manner which reflects the actual facts if the inquiry involves a factual matter.
 - 4. The employee shall not attempt to respond to any further inquiries if they are not knowledgeable to respond and shall refer the matter to the Chief Communications Officer for the response.
- D. Nothing in this procedure is intended as a restraint, or an attempted restraint, on the expression of personal opinion or speech related to scholarship or teaching or to interfere with the right to engage in communication protected by F.S. 447.301(3) by any employee of the College.

REFERENCES: F.S. 447.301(3), 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: January 14, 2014, May 6, 2014, February 2, 2022