

SOP #1 - PRESS RELEASES

Any information released to the public through the press concerning official business is to be handled as follows, depending upon whether it is a general news release or information based upon a report which is to be ultimately acted upon by the City Council:

General New Release: It will be incumbent upon any City official who has released information to the press, either orally or in writing, to inform the City Manager as soon as released either by telephone or by furnishing a copy of the press release information. Department heads are to be held responsible for any information which may be released for use by the press by them or by any officials under their supervision.

Reports: Reports on matters which are to be ultimately acted upon by the City Council are not to be released for press use by the department responsible for the report. All such reports are to be first filed with the Office of the City Manager. It will be the responsibility of the City Manager to place such reports upon the appropriate agenda for the City Council and to release these reports to the City Council together with transmittal information. When such reports have been released to the City Council, copies will be given to the press and to other interested parties.