

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.16</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005
<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 3.15 (Media Relations)
<b>SUBJECT: Public Appearances and Community Relations</b>		Related Laws:

**POLICY:** The Sheriff's Office recognizes its responsibility to enable and to allow Sheriff's Office employees to respond to requests for public appearances and community involvement. Because the conduct of each employee reflects on the entire Sheriff's Office, the following rules and procedures are established to ensure accountability for information presented to the community by Sheriff's Office members and to properly manage information received from the community.

**RULE:**

1. Employees shall not publicly criticize or ridicule the Sheriff's Office, other employees, policies and internal matters by means of spoken or written word or other expression, when such expression is defamatory, obscene, unlawful, undermines public confidence or effectiveness of the Sheriff's Office, interferes with the ability to maintain discipline, or is made with disregard for truth or accuracy.
2. Except as required by G.O. 3.15 (Media Relations), employees shall not address public gatherings, appear on radio, T.V., prepare any articles for publication, act as a correspondent to any news media or periodical release, or divulge investigative information or any other matters of the Sheriff's Office without prior Sheriff's Office approval.
3. Employees shall be allowed freedom from restraint in their religious and organizational beliefs and shall not be discriminated against because of their beliefs. Employees shall not use their office, position, or title to further support such beliefs or imply that such beliefs or opinions are representative of the Sheriff's Office.
4. Employees must exercise extreme discretion in regard to their involvement in political activities. It is essential that employees comply with all Federal, State, County, and Sheriff's Office rules and regulations regarding political activity.
5. Employees shall not permit their names or photographs to be used to endorse any product, service, or commercial testimonial which is in any way connected with Law Enforcement or which alludes to their position or employment with the Sheriff's Office without the permission of the Sheriff.

## **PROCEDURE:**

### **I. Public Appearances**

- A. Requests for public appearances will be routed to the appropriate Division Commander for review and processing.
- B. Employees that are directly approached may accept and forward such request to the appropriate Division Commander. This request must include:
  - 1. The identity of the requesting organization or group.
  - 2. The subject matter.
  - 3. The type of presentation to be given.
  - 4. The time and location of the appearance.
  - 5. The identity of the person who will make the presentation.
- C. Employees will cooperate with members of the news media, if it does not interfere with the performance of Sheriff's Office responsibilities or violate Sheriff's Office policy or procedure. Personnel should recognize and appreciate the responsibility of the news media to keep the community informed.

### **II. Community Relations**

- A. The Sheriff's Office will strive for acceptance, understanding, and approval of the community.
- B. The Sheriff's Office will openly communicate its mission statement, values, and goals to the community.
- C. The Sheriff's Office will respond to any inquiry regarding Sheriff's Office policies, rules, or procedures.
- D. The Sheriff's Office will provide services and enforce the law fairly and impartially.
- E. The Sheriff's Office will maintain close cooperative working relationships with other criminal justice and social service agencies.