

## Town of Wright Fire District Policies

Policy Name: **15.0 District and Department Communications**

Date Adopted: 1/2/13

Effective: Immediately

Revised:

Reviewed: *Annually*

1. Any requests for comment, documentation, historical background, or opinion regarding any District policies, District finances, organization, appointments, disciplinary matters, or any other District matter shall be referred solely to the District for response.
2. No Department member shall speak on behalf of the District unless expressly authorized to do so.
3. No Department member, or member of the Board, shall provide District documents outside of normal District business to any person or organization outside the District or Department without the District's knowledge and consent. This would include, but not be limited to, sharing of financial documents, reports, policies, etc.
4. The Chief and Department President or their designees are the sole officers to speak on behalf of the Department. Any questions regarding Department policies, practices, disciplinary actions, or finances shall be referred to them. Unless approved and designated to do so, Department members shall not present their views as representing the Department in any public forum.
5. Any media requests for comment and/or photographs shall be referred to the Chief or Chairman of the Board as appropriate.