



California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

DEPARTMENTAL GENERAL ORDER

ORDER № 700.200

Mar. 2019 (Revised)

08/01/06 (New)

NEWS MEDIA POLICY AND PROCEDURES

700.201 PURPOSE

- A. The purpose of this General Order is to provide policy and procedures regarding news media involving the California Exposition & State Fair Police Department.

700.202 POLICY

- A. The police department recognizes its obligation to provide accurate and timely information to the public regarding law enforcement activities.
- B. The police department policy shall permit access by credentialed news media to all public areas under the department's control whenever possible. News media are persons who identify themselves through the use of press credentials, media business cards, agency credentials or other documentation which establishes their primary purpose as news media.
- C. Supervisors or other officers-in-charge of an event shall permit the news media access to the scene and shall not prevent the photographing of the scene, police personnel, or the event.
- D. The media may be restricted during the conduct of departmental operations when the media may be expected to cause:
1. Contamination to the crime scene.
 2. Injury or death to another person.
 3. This restriction shall not apply to authorized news media who have been advised of potential danger to themselves and whose presence does not increase the hazard to others, or interfere with essential movements or actions of law enforcement or other emergency personnel.
- E. The presence and identity of news media may be recorded and/or escorted at the discretion of the supervisor or officer-in-charge where it appears reasonably necessary to scene security and/or the protection of property.

700.203 RESPONSIBILITES

- A. Management. Public information and communication is a responsibility of management personnel.
- B. Delegation. The authority to respond to a media inquiry shall be delegated to the Deputy General Manager, Media.
- C. Police Media Response. Police department personnel, who are most familiar with an investigation, crime, or incident should be designated to liaison with the Deputy General Manager, Media, to respond to media inquiries. When this is not practical, the immediate

*The mission of the California Exposition & State Fair Police is to:
Provide for the safety and security of visitors, employees, and stakeholders; keep order and
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

supervisor or superior shall assist with the Deputy General Manager, Media, after being fully informed by knowledgeable personnel.

- D. Compelled Response. Under no circumstances will any police department employee be compelled to respond to the media. All employees or supervisors when approached by the news media shall direct that person to the Deputy General Manager, Media.
- E. Media Inquiry Not Connected to an Active Event. In situations where a media inquiry has been received and is not connected to an immediate and on-going event, response to the media may be made only after clearance from the Chief of Police in conjunction with the Deputy General Manager, Media.
- F. Comments Regarding Internal Investigations. Comments to the media regarding any: investigation being conducted as an internal investigation; litigation involving Department employees; and investigations conducted by other agencies regarding police employees is prohibited. This type of information shall be provided to the media only by the Chief of Police or designee.
- G. Employees Wanting Media Coverage. Any employee requesting a press release or media coverage of a particular event shall coordinate the announcement through the Chief of Police.
- H. Comment Regarding Cases Referred to the District Attorney. Employees shall not comment to the media regarding any matter referred to the District Attorney's Office for prosecution/review.
- I. Employees shall also make no comments to the media regarding matters being actively investigated by other police agencies.
- J. Official comments shall be the exclusive purview of the lead agency having responsibility for the conduct/prosecution of the case.
- K. Reporting of Media Issues. Issues with news media shall be reported through the chain of command to the Chief of Police and to the Deputy General Manager, Media.

700.204 MEDIA NOTIFICATION

- A. Major Incidents. When a major incident occurs, the senior officer on-duty shall immediately notify the Chief of Police or designee.
- B. Upon receiving notification of a major incident, the Chief of Police shall notify the General Manager and the Deputy General Manager, Media.
- C. A major incident is described as: a potential or actual disaster; a situation requiring the commitment of a large number of officers; the arrest of a known public figure or celebrity; or any other event likely to attract news media.
- D. The Chief of Police shall respond to the scene and request the Deputy General Manager, Media respond and coordinate the release of information to the media, as appropriate.
- E. Media Releases. Personnel responding to media inquiries and/or providing press releases shall advise the Chief of Police as soon as possible.