

**Governor's Office of Homeland Security
and Emergency Preparedness**
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

Media Policy
Policy Number: GEN - 0005

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Approval:


James B. Waskom, Director

I. POLICY:

All request for information from news media must be directed to the agency Communications Director or, if not available, Deputy Director, Chief of Staff prior to releasing information.

II. PURPOSE:

To provide the news media with clear, accurate, and up to the minute information at the time, the information is shared.

III. APPLICABILITY:

This policy applies to all GOHSEP employees.

IV. PROCEDURE:

- A. All request for information from new media must be directed to the Communications Director or, if not available, the Deputy Director, Chief of Staff.
- B. In the event the Communications Director and the Deputy Director, Chief of Staff are out of the office, the call will be routed to the GOHSEP Executive Office. The Executive Office will take a complete message with names and phone numbers to be called. This message will be sent using the GOHSEP email system to the Communications Director and the Deputy Director, Chief of Staff.

- C. The agency Director or the Communications Director will be the agency's spokesperson.
- D. During emergencies, the agency Director and the Communications Director may call upon others in leadership roles to be spokespersons.
- E. Other agency personnel may be asked to speak to the news media in their official capacity as subject matter experts, but only with the prior approval of the agency Director, Deputy Director, Chief of Staff, an Assistant Deputy Director, or the Communications Director.
- F. If an employee is asked to speak to the news media on a particular area, the employee should prepare and review all comments ahead of the interview. It is the agency practice, whenever possible, that the Communications Director or the Deputy Director, Chief of Staff is present during the interview.
- G. Response to news media inquiries should be timely and as accurate as possible. Agency personnel should respect media deadlines when possible.
- H. Refer to GOHSEP Policy HR-0006, Standards of Behavior regarding use of social medial.

V. QUESTIONS:

All questions regarding this policy should be directed to the Communications Director.

VI. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action, up to and including termination.