

# **Operating Guidelines**

Section: Human Resources

Subject: Public Relations

Policy #: 319

Date Issued: March 12, 2016

Date Revised: October 3, 2017

## **Procedure**

### **319.1**

When the media attempts to interview Firefighters regarding policy issues, events or dealings of the Town or Fire Department, such requests must be referred to the Fire Chief. The Chief may delegate another member of the Department to speak on an issue that she/he has a particular expertise.

It is particularly important to follow this practice in times of emergency and investigations related to fire cause. This is to be done, not only to protect the privacy of the individuals involved, but also to prevent inadvertent stress or alarm being imposed upon the ratepayers and/or families of individuals who may be involved.

## **Responsibility**

It is the responsibility of all Officers and Firefighters to follow these policies and procedures regarding Public Relations.