


PROPOSED REVISIONS

12/22/2025

 ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 5.02.01
	Date: 05/11/87
	Approved By: BCC Revised: 06/27/06; 05/06/14; 06/20/17
Title: NEWSLETTER, PUBLIC INFORMATION AND/OR PUBLIC RELATIONS PUBLICATIONS	Page 1 of 2

I. POLICY

- A. ~~The County's intranet, Orange-Net, the County's intranet, shall be the primary media medium for publishing and disseminating County employees sharing news with County employees; and shall be the responsibility of the Human Resources Department manages OrangeNet (in coordination with Information Systems & Services). Separately, Current County news and information intended for the public, which is posted on the County's website at (www.ocfl.net) by the relevant department or division, with technical support from ISS. To ensure our employees stay informed, is the responsibility of the Communications Division. To facilitate ("family first"), these public news updates are also shared on communication as much as possible, this external information automatically feeds is shared with OrangeNet provided to departments (including those employees without regular internet access). to keep employees who may not have internet access at work apprised of the information that is provided to citizens without workplace internet access informed of updates provided to the public.~~
- B. An internal newsletter may be published by a department or division to disseminate news concerning its employees.
- C. All other brochures or publications of a promotional nature shall be reviewed and approved as to content and distribution by the County Administrator or designated staff prior to duplication or printing.
- D. All public information bulletins or newsletters shall be processed by the Office of Communications, Division unless the County department is granted an exemption from the Office of Communications Division Manager-Director or designated staff.



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II. PROCEDURES

- A. Any employee who has ~~an~~ news item ~~of~~ for County employees ~~news~~ may ~~have such information considered for request inclusion oin the~~ Orange Net by contacting ~~his/her~~ their department or division reporter, or by submitting information to the newsletter editor.
- B. Any newsworthy article or information of general employee interest may be sent to the newsletter editor for consideration of inclusion ~~ointhe~~ Orange-Net. However, information or materials relating to administrative or departmental policy or management must have prior approval of the department to be considered for publication.
- C. All newsletters, including an annual report, within a department must have the initial approval of the County Administrator along with the approval of the department prior to distribution.
- D. ~~D. — Glossy magazines with more than four color covers and interior pages are prohibited. Four color covers and two color interior pages are permitted.~~
- E. ~~— Copies of all newsletters shall be provided maintained in a master file and to the Communications Division, which will maintain a master file and monitored for policy compliance by the publishing department or division.~~

FOR MORE INFORMATION CONTACT: ~~The~~ Office of Communications Division,
County Administrator's Office

REFERENCE: None