

PROPOSED REVISIONS

12/22/2025

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

I. POLICY

- A. ~~The County's intranet, Orange-Net, the County's intranet, shall be~~ is the primary media medium for publishing and disseminating County employee sharing news with County employees, and shall be the responsibility of Tthe 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 eommunication as much as possible, this external information automatically feeds is shared withto 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 ee 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 in 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 in the 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