

PROPOSED REVISIONS

12/22/2025

	No.: 5.02
	Date: 5/11/87
	Approved By: BCC Revised: 06/27/06; 05/06/14
Title: NEWS RELEASE	Page 1 of 2

I. POLICY

- A. The Office of Communications Division—shall be responsible for coordinating the release to the news media of all information on matters pertaining to departments and activities under the jurisdiction of the Board of County Commissioners unless the department has received a specific an exemption from the Director of the Office of Communications Manager (or designee) designated staff for routine press releases and media alerts.
- B. News articles and information pertaining to the activities of other elected officials will be handled by those respective offices.
- C. Because of the unique nature of the services and activities provided by the Orange County Convention Center and Orange County Cooperative Extension Service, news releases for these entities are not subject to this policy.

II. PROCEDURES

- A. Prior to the release of any information to the news media by any department under jurisdiction of the Board of County Commissioners that has not received an exemption as detailed above, the Manager-Director of the Office of Communications Division—shall be consulted to determine the proper means for disseminating such information. Departments that have been granted exemptions will send a courtesy copy of all press releases and media alerts via email or fax to the Office of Communications Division.
- B. No news item, other than the news releases from the Board of County Commissioners, shall be sent to the Office of Communications Division for distribution to the media unless the information has been reviewed and approved by the department.



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C. The Office of Communications Division will disseminate news to the general public, through various media sources, at the direction of the County Administrator. In such cases as the County Administrator or the Manager Director of the Office of Communications Division deem appropriate, information shall be made available as a formal news release.

FOR MORE INFORMATION CONTACT: The Office of Communications Division,

County Administrator's Office

REFERENCE: None