

	Town of Plymouth MEDIA POLICY
Effective Date	June 28 th , 2011
Expiration Date	None
Date Last Revised	September 5, 1995
Town Manager	June 14 th , 2011
Selectmen Vote	June 28 th , 2011

MEDIA POLICY

Intent: The intent of this policy is to establish the manner in which information is distributed to the media by the Town of Plymouth. This policy will allow the Town of Plymouth to provide clear accurate and consistent information to the media.

Overall Policy Guidelines: The Chairman of the Board of Selectmen, or their designee, and the Town Manager, or their designee, shall address questions from the media that have been directed to the Board of Selectmen regarding policies and actions of the Board of Selectmen.

It shall be the responsibility of individual members of the Board of Selectmen to address media questions and inquiries regarding their individual votes and/or positions on town issues.

The Police and Fire Department are to have specific media policies in place due to the size and complexity of issues their departments face.

The Department Head, or their designee, shall serve as the official spokesperson for their department unless otherwise determined by the Town Manager.

A Department Head shall refer media questions to the Town Manager, or their designee, if in the Department Head's opinion the matter involves organization-wide issues.

This policy applies to all Town employees.