



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 3/4/2026

Department: Board of Commissioners

Title: Adopt Policy and Procedure 215 and 215-A

Management Update/Work Session Date: 1/20/2026 Audio/Visual aids

Time Required: 5 Contact: Jon Heynen Phone: 503-932-1197

Requested Action: Approve Policy 215 and Procedure 215-A

Issue, Description & Background: Per the request of the Board of Commissioners, a draft communications approval policy and procedure were created to formalize in administrative policy and procedure the current, informal communications approval process already being implemented across some county departments. The Board has reviewed the current policy and given direction for it to move forward to Board Session. I am seeking formal approval by Board Order of Policy 215 and Procedure 215-A.

Financial Impacts: N/A

Impacts to Department & External Agencies: N/A

List of attachments: Policy 215, Procedure 215-A

Presenter: Jon Heynen

Department Head Signature: [Handwritten Signature]

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the Matter of Adopting an Administrative)
Policy #215 and Administrative Procedure
#215-A for Communications Review and)
Approval

ORDER No. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, March fourth, 2026, to consider the adoption of a new administrative policy and procedure.

WHEREAS, the Board finds it appropriate to adopt a new administrative policy and procedure to ensure consistency, accuracy, and alignment with Marion County standards and Board of Commissioners direction for external communications, designated as Marion County Administrative Policy #215 and Administrative Procedure #215-A; now, therefore,

IT IS HEREBY ORDERED that Marion County Administrative Policy #215 and Administrative Procedure #215-A, attached hereto, are adopted.

DATED at Salem, Oregon, this fourth day of March, 2026.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Attachments: Administrative Policy #215
Administrative Procedure #215-A



SECTION:	General Administration	POLICY #: 215 - NEW
TITLE:	Communications Review and Approval	PROCEDURE #: 215-A - NEW
		ORDER #:
DEPT:	Board of Commissioners	PROGRAM: N/A
ADOPTED:	3/26	REVIEWED: 3/26
		REVISED: N/A

PURPOSE: To ensure consistency, accuracy, and alignment with Marion County standards and the Board of Commissioners’ direction, all communications intended for distribution to the public and/or community partners must undergo review and approval by a designee in the Board of Commissioners’ Office.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the methods through which the Board of Commissioners takes formal action on administrative policy. They are the official record of county administrative policy.

APPLICABILITY: Department Heads or designee, Communications Coordinators, and employees preparing communications intended for distribution to the public and/or community partners, unless the department is headed by an elected official other than the Board of Commissioners.

GENERAL POLICY: All communications require review and approval by the Department Communications Coordinator, Department Head or designee, and the Board of Commissioners’ Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer prior to release.

DEFINITIONS: *Communications:* Any material intended for broad public distribution either directly or to/through community partners, including but not limited to: social media posts, external brochures, emails or materials to any news

SUBJECT:

entity or individual working on behalf of a news entity, educational materials on county programs, public information campaigns (including forwarding state/federal agency materials), public surveys, external flyers, public newsletters, PowerPoint presentations for the public or partners, billboards, television advertisements, external marketing materials, and any other materials intended for broad public distribution and/or education.

POLICY GUIDELINES:

1. RESPONSIBILITIES

It is the responsibility of the Department Head and department Communications Coordinator to ensure communications are reviewed and approved by the Board of Commissioners' Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer.

- 1.1. The Department Head of each department is ultimately responsible for all communications originating from their department.
- 1.2. The department Communications Coordinator shall provide the initial review, logging, and tracking of communications.
- 1.3. The Department Head shall approve communications prior to submission to the Board of Commissioners' Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer.
- 1.4. The Board of Commissioners Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer shall provide final review and approval of department communications.

2. EXCEPTIONS

- 2.1. Emergency or time-sensitive communications may be exempted from regular procedural time intervals in procedure 215-A upon petition to the Board of Commissioners' Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer on a case-by-case basis.
 - 2.1.1. In this situation, the Board of Commissioners' Communications Officer or designee maintains the right to deny the petition if it is not deemed a true emergency.
- 2.2. For public records requests from any news entity or individual working on behalf of a news entity, the Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer shall be notified of the request no later than when it is acknowledged. Acknowledgment of a public records request does not require approval. The Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer have discretion to require or not require approval of further communications related to the records request.

SUBJECT:

3. IMPLEMENTATION

- 3.1. Department Heads shall ensure that this policy is continually implemented within their departments.
- 3.2. Violation of Policy 215 or Procedure 215-A is cause for disciplinary action determined by the Personnel Officer or Board of Commissioners.

4. PERIODIC REVIEW

- 4.1. This policy shall be reviewed at least every five years by the Board of Commissioners, or more often if needed, and updated as necessary.

Adopted: 3/26

Reviewed: 3/26

Revised: N/A



ADMINISTRATIVE PROCEDURES

TITLE: Communications Review and Approval		PROCEDURE #: 215-A
DEPT: Board of Commissioners		PROGRAM: N/A
EFFECTIVE DATE: 3/26	REVIEWED: 3/26	REVISED: N/A

OBJECTIVE: To establish a procedure for reviewing and approving department communications intended for distribution to the public and/or community partners, unless the department is headed by an elected official other than the Board of Commissioners.

REFERENCE: Policy #215

POLICY STATEMENT: To ensure consistency, accuracy, and alignment with Marion County standards and Board of Commissioners direction, all communications intended for distribution to the public and/or community partners must undergo review and approval by a designee in the Board of Commissioners' Office.

APPLICABILITY: Department Heads or designees, Communications Coordinators, and employees preparing communications intended for distribution to the public and/or community partners, unless the department is headed by an elected official other than the Board of Commissioners.

PROCEDURES:

1. The department Communications Coordinator shall identify if approval is required.
 - 1.1. Consult supervisor if uncertain.
2. The Communications Coordinator shall submit communications to their supervisor and Department Head for review and initial approval to send to the Board of Commissioners' Office.
 - 2.1. Content approved for Board of Commissioners' Office review by the Department Head shall be submitted by the Communications Coordinator to the Board of Commissioners' Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer for final review and approval.
 - 2.2. The Communications Coordinator may collaborate with the Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer on a preferred method of providing content for review.

- 2.2.1. The method of submission may differ by department and is approved by the Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer.
3. Communications must be submitted to the Board of Commissioners' Office for approval no later than five business days from the intended distribution date.
 - 3.1. Content shall be submitted by Monday no later than 3:00pm for Tuesday review or Wednesday no later than 3:00pm for Thursday review.
 - 3.2. One-off emergency or time-sensitive communications may be submitted with a request for immediate review and the reason it may qualify outside of the normal process as soon as possible.
 - 3.2.1. The Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer may review the submitted content and reason for expedited approval as soon as is practicable.
 - 3.2.2. The Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer may choose to approve, deny, or request edits of the submitted content and attending request based on its individual merits.
4. The Communications Officer, Chief Administrative Officer or Deputy County Administrative Officer will review regularly submitted communications on Tuesday and Thursday of each week.
 - 4.1. The Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer may approve content, deny it, or approve it with requested edits.
 - 4.1.1. If requested edits are of a nature that needs additional review as determined by the Communications Officer, Chief Administrative Officer, or Deputy County Administrative Officer, the Communications Coordinator must re-submit the communications for review.

Adopted: 3/26

Reviewed: 3/26

Revised: N/A