



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